

*Now I see the secret
of making the best
person:
it is to grow in
the open air
and to eat
and to sleep
with the earth.*

*-Walt
Whitman*



Summer Camp 2021 Handbook

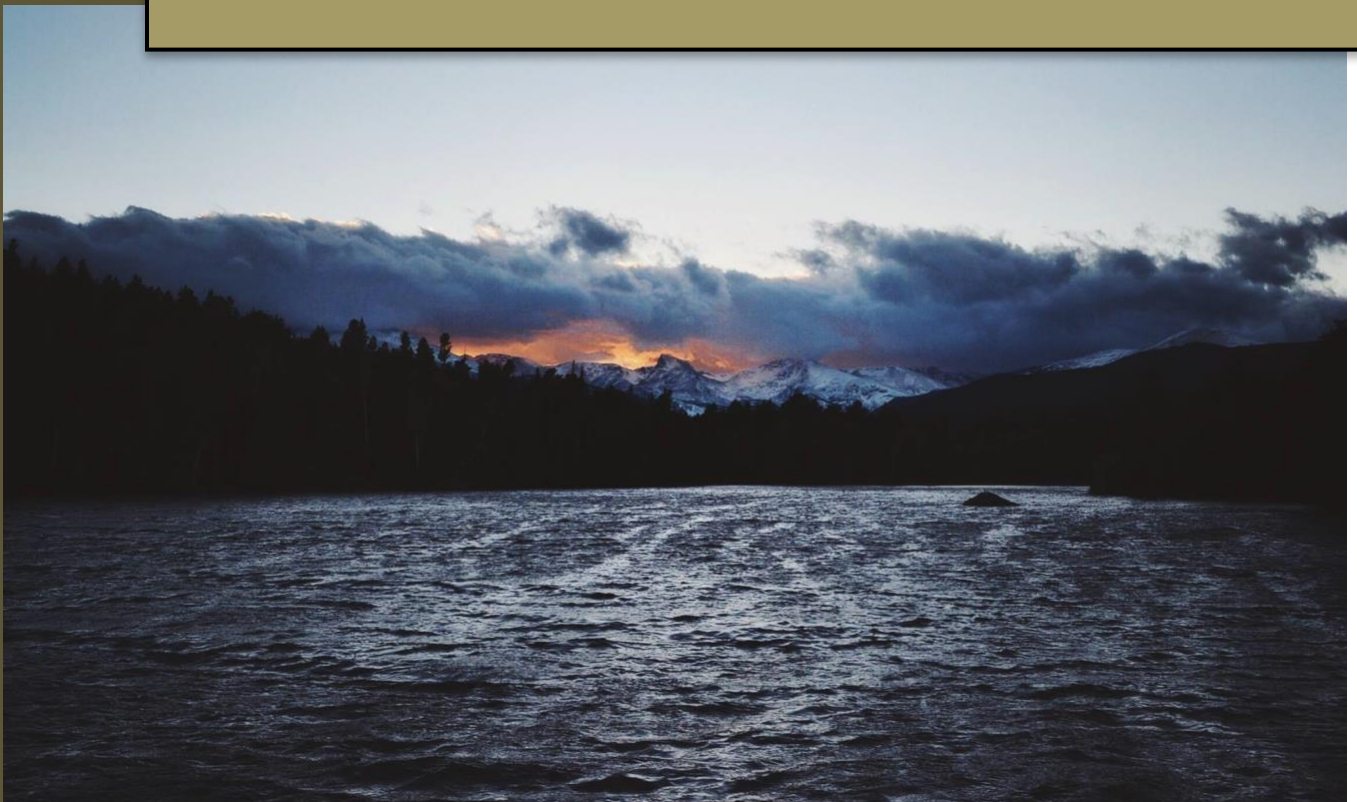


Table of Contents

- ABOUT THIS HANDBOOK 7**
- WELCOME TO GLACIER VIEW RANCH 8**
- A WORD ABOUT OUR PARTNER CAMP, MILLS SPRING RANCH 9**
- WHO WE ARE 10**
- OUR VISION AND MISSION 10**
- INTRODUCTION TO WORKING AT GLACIER VIEW RANCH 11**
- LICENSED CHILD CARE FACILITY 12**
- WHO WE SERVE 13**
- GLACIER VIEW RANCH’S CULTURE 14**
 - WHAT MAKES US UNIQUE14
 - THE FOUNDATION.....14
 - CABIN FAMILIES.....14
 - REGISTRATION DAY.....14
 - A TYPICAL DAY.....15
 - EVENING PROGRAM AT THE CAMPFIRE BOWL16
 - FRIDAYS16
 - AGAPE FEAST17
 - FRIDAY NIGHT PLAY17
 - SABBATH.....17
 - STAFF AVAILABILITY.....18
 - CONFLICT RESOLUTION – MATTHEW 1818
- TIME OFF 19**
 - COUNSELING STAFF DAILY TIME OFF19
 - SUPPORT & ACTIVITY STAFF DAILY TIME OFF.....19
 - DAYS OFF.....20
- COMMUNITY RELATIONSHIPS 20**
 - NEIGHBORS20
 - DATING AND PDA20
- THE ELEVATION 21**
- SOCIAL NETWORKING & TECHNOLOGY 21**
 - Computers*22
 - Telephones*.....22
 - Internet*.....22
- STAFF COMMUNITY-BUILDING EVENTS..... 22**
 - CRAFTS23
 - COOKIE NIGHT23
 - POOL & HOT TUBS.....23
 - PRANKS23
- GLACIER VIEW RANCH FACILITIES 23**
 - SUMMER CAMP OFFICE23
 - MOBILE MINI.....23
 - LODGE23
 - ELK ROOM.....24

LODGE KITCHEN	24
THE LAKE	25
LODGE FRONT OFFICE.....	25
CAFETERIA.....	25
SPIRITUAL PROGRAMMING.....	26
STAFF WORSHIP	26
DEVOTIONAL LIFE	26
PERSONAL INFORMATION.....	26
VEHICLES.....	26
VALUABLES.....	27
SUGGESTED CLOTHING AND FOOTWEAR.....	27
<i>Optional Useful Items.....</i>	<i>28</i>
<i>Dress to the Environment.....</i>	<i>28</i>
<i>Uniform Parameters.....</i>	<i>29</i>
<i>Uniform.....</i>	<i>29</i>
HOUSING	30
<i>Housing Checkout.....</i>	<i>30</i>
<i>Cleaning Schedule.....</i>	<i>30</i>
RELATIONSHIPS	30
<i>Visitors.....</i>	<i>31</i>
UNDERAGE VOLUNTEERS	31
ADMINISTRATIVE CONCERNS	32
REQUIRED DOCUMENTS.....	32
REQUIRED TRAININGS.....	32
PROCEDURES.....	33
PRE AND POST CAMP	33
<i>Your Arrival.....</i>	<i>33</i>
<i>Staff Week</i>	<i>33</i>
<i>Employment Offer Changes & Early Departure.....</i>	<i>33</i>
<i>Registration Day.....</i>	<i>34</i>
<i>Sign-out Sheet.....</i>	<i>34</i>
PROGRAMMING & EVENTS	34
<i>Rodeo/Carnival.....</i>	<i>34</i>
<i>Talent Show</i>	<i>34</i>
<i>Teen Event</i>	<i>34</i>
<i>Camp Council.....</i>	<i>35</i>
<i>Activities</i>	<i>35</i>
RECREATION.....	35
SUPERVISION.....	36
CAMPER GUIDANCE	36
STAFF DEVELOPMENT	37
EVALUATIONS	37
EXPECTATIONS/SKILLS VERIFICATION.....	38
CLIENTS/PARENTS.....	38
<i>Relationships with Parents.....</i>	<i>38</i>
EMPLOYMENT	39

EQUAL OPPORTUNITY EMPLOYER	39
BACKGROUND EMPLOYMENT INQUIRIES	39
CRIMINAL RECORD CHECK	40
DIVERSITY.....	40
EMPLOYMENT AT WILL.....	40
TERMS OF EMPLOYMENT.....	41
EMPLOYEE AND STAFF SCREENING	41
JOB DESCRIPTION	41
PERSONNEL RECORDS.....	41
EXIT INTERVIEWS	42
TERMINATION	42
GROUNDS FOR TERMINATION OF EMPLOYMENT	42
20 MINUTES	43
TERMINATION OF AGREEMENT	43
REGARDING CAMP SALARY & PAY	43
GRATUITIES/TIPS.....	43
YOUR SALARY AND FINAL PAYCHECK.....	43
HOW OFTEN AM I PAID?	44
PAYROLL DEDUCTIONS.....	44
OTHER BENEFITS.....	44
TUITION MATCHING.....	44
EDUCATION TRAINING ASSISTANCE	44
STANDARDS OF CONDUCT.....	44
BEHAVIOR	44
TOBACCO, ALCOHOL, DRUG & FIREARM POLICY.....	45
ANTI-HARASSMENT.....	45
WHAT IS HARASSMENT?	46
SEXUAL HARASSMENT.....	46
<i>Prohibited Acts—</i>	46
<i>Examples of Sexual Harassment—</i>	47
HARASSMENT ON ACCOUNT OF AGE, RACE, ETHNICITY OR DISABILITY	47
REPORTING HARASSMENT	48
CORRECTIVE ACTION	48
EMPLOYEE SAFETY AND HEALTH.....	49
EMPLOYEE ILLNESS & INJURY	49
WORKERS COMPENSATION INSURANCE	49
HEALTHCARE.....	50
ELECTRONIC COMMUNICATION POLICY	50
PHOTOGRAPHY.....	51
CHILD ABUSE	52
MANDATED REPORTING OF ILLEGAL ABUSE	52
CONFIDENTIALITY.....	52
CHILDREN AT WORK.....	52
PETS AT WORK.....	53
OPERATIONAL PROCEDURES	53
HOUSEKEEPING	53

<i>What housekeeping will do for you</i>	53
<i>Your chores</i>	53
LAUNDRY SERVICE.....	53
<i>What to expect</i>	53
<i>What NOT to expect</i>	54
<i>Label clothes</i>	54
<i>Laundry bag/hamper</i>	54
<i>Sunday Cleaning</i>	54
<i>Linens</i>	54
MAINTENANCE.....	55
<i>Access and Use of Facilities, Goods, and Properties</i>	55
<i>Facilities</i>	55
<i>Fuel</i>	55
<i>Tools</i>	55
<i>Fires</i>	55
<i>Maintenance Reports</i>	55
TRANSPORTATION	56
<i>Glacier View Ranch Vehicles</i>	56
<i>Prior to Driving Vehicles Offsite</i>	56
<i>Glacier View Ranch Onsite Vehicles</i>	56
<i>Children’s RZR’s</i>	57
WATER USAGE	57
NOISE CURFEW	57
FOOD SERVICE	58
MEAL TIME PROCEDURES.....	58
PITCHERS PROVIDED.....	58
KITCHEN.....	58
CAFETERIA STAFF.....	58
COUNSELOR & CAMPER RESPONSIBILITIES.....	58
SUMMER CAMP OFFICE	59
MAILING.....	59
COMPUTERS.....	59
TELEPHONE.....	59
COPIER.....	59
CAMP STORE	60
MEDICAL	60
INJURY AT CAMP.....	60
TRANSPORTATION TO AN URGENT CARE CLINIC.....	60
CAMPERS.....	60
MEDICATION DISTRIBUTION.....	61
CALLING 911.....	61
FIRST AID KITS.....	61
EMPLOYEE SAFETY AND HEALTH.....	61
EMERGENCIES.....	61
EMPLOYEE ILLNESS & INJURY.....	61
MEDICAL FORMS.....	62
MEDICAL/HOSPITAL INSURANCE.....	62
OUR ENVIRONMENT	62

WATER	62
BEARS.....	62
MOUNTAIN LIONS	63
MOOSE.....	63
BITING INSECTS & STINGS	63
SCORPIONS.....	63
SNAKES.....	63
BATS	64
LEECHES.....	64
THE SUN	64
ACTIVITIES, ACTIVITY AREAS & PROCEDURES	64
HORSES	64
<i>Equestrian Staff</i>	64
<i>The Horses</i>	65
<i>Riders</i>	65
<i>Pony Rides</i>	66
<i>Trail Rides</i>	66
OVERNIGHT CAMPING	66
DIRECTIONS TO CAMP.....	66
<i>Arrival</i>	66
<i>Arriving by personal vehicle</i>	67
<i>Traveling by air</i>	67
<i>Bus and Train services</i>	67
<i>Glacier View Ranch Shuttle</i>	67
THE FINAL WELCOME!.....	68
<i>Your First Success (aka, pg. 68)</i>	68

About this Handbook

A copy of this Handbook and all the policies therein contained are made available to all employees. Please note, A more comprehensive description of policies or procedures may be obtained by contacting the Executive Director and/or the Director of Human Resources for the Rocky Mountain Conference of Seventh-day Adventists.

This Handbook is a guide intended to communicate the responsibilities, principles, and benefits of employment by the Rocky Mountain Conference of SDA (RMC) as a Summer Camp employee at Glacier View Ranch (GVR) and Mills Spring Ranch (MSR). Both the GVR and MSR Summer Camp programs operate under the direction of the Rocky Mountain Conference Youth Ministry Department (Youth Department, hereafter). The policies and procedures written herein are intended to serve as guidelines to help RMC Summer Camp employees understand what they can expect of the Youth Department and what the Youth Department expects of them.

This handbook is not, nor is any of its provisions intended to be, part of a contract between the RMC and any of its employees. This Handbook is not the sole and complete statement of the RMC's expectations or rights, as RMC's personnel policies and procedures are not to be interpreted as promises of specific treatment. With this in mind, the RMC tries to develop policies that will ensure good working conditions, fair wages and hours, and appropriate security for all employees. The welfare of employees is extremely important to the success of the RMC, Youth Department, GVR and MSR.

All employees serve "at will." "At will" employees may end their employment at any time for any reason, and the RMC may end or alter any aspect of their employment at any time, with or without a reason or cause.

The RMC reserves the right to repeal or modify its personnel policies or procedures. Due to the consistency of evolving situations and conditions, this Handbook is subject to change at any time. This Handbook has been modified from original publication in March 2019 for use in Summer 2021. It supersedes and replaces all previous versions. A redesigned and updated handbook is in development and will be released to all staff upon completion.

Periodically, Human Resources (HR) reviews all current personnel policies and procedures for validity and updates and revises them as necessary. Any revisions, additions, or deletions are subject to legal review and approval by the Executive Director and the Glacier View Ranch Administrative Team.

The drafting of new policies and revisions of existing policies is coordinated by HR. Any employee may suggest changes to or creation of policies and procedures. Suggestions should be forwarded to HR, which will coordinate the review, discussion, approval, and distribution process. The Executive Director and the Director of Human Resources are the final authority for all decisions related to the implementation of personnel policies.

Human Resources will maintain all original policies and procedures.

Welcome to Glacier View Ranch

We are excited that summer is here, and you've decided to join us! The RMC Youth Department and Glacier View Ranch Staff have been busy preparing for the upcoming season and we wanted to take some time to prepare you for your summer responsibilities. Glacier View Ranch is committed to making it easy for campers to know God. We want you to partner with us in leading every camper that attends GVR Summer Camp into a personal understanding of the love of Jesus through an experience wherein the camper returns home saying "I've had the best summer ever!".

As we look to the coming season, it is important that we take a moment and reflect on your role in this experience. Before you arrive, please be sure that you can support the following fundamental practices and philosophies of our summer camp –

Safety is a top priority. Everyone that participates in our program becomes a vital asset to the emotional, social, spiritual, mental, and physical safety of our campers and fellow staff. This is a Christian based experience. Although enjoyable and fun, our primary focus is social and spiritual development of everyone that we come in contact with.

The experience of the campers and their growth is paramount. We have to stay attentive to not miss the opportunity a camper may have to experience an epiphany or eureka moment. We are stewards of the environment and have a responsibility to ensure that it is protected and cared for. Glacier View Ranch follows the Leave No Trace (LNT) principles and ethics. We expect our staff to follow LNT during their stay.

We live in a larger community comprised of year-round ranch staff. We minister to our surrounding community greatly by our example. We need to be mindful that this is their home not only during summer camp but the rest of the year. Please be respectful of their homes, personal belongings and personal space. Equally as important, please get to know them and show them love during your time at GVR!

This book was designed to prepare you, the staff, to be an integral part of each camper's story. Working for and connecting with the campers is a privilege, and with that privilege comes a big responsibility.

Remember, we are a part of the greatest story; one that communicates the love of God and the joy of a life lived in the community of Jesus. GVR Summer Camp is a Jesus-first community and we believe that your personal story will be greater as a part of it!

Thank you for partnering with us.

Kiefer Dooley
Youth Department Director &
Glacier View Ranch Executive Director

A Word About Our Partner Camp, Mills Spring Ranch

Summer Camp in the Rocky Mountain Conference is unique to most Adventist camping paradigms, as our office in Denver owns and operates two camp facilities. The first, and the one with which you are probably most familiar, is Glacier View Ranch (GVR), located in Ward, Colorado. The second camp facility is Mills Spring Ranch (MSR), located in Casper, Wyoming. Mills Spring Ranch, not to be confused with Mill Springs Ranch, operates seasonally, opening sometime in May and running through October. There are two main events that occur each year with consequence to RMC Summer Camp:

1. Wyoming Camp Meeting
2. Mills Spring Ranch Summer Camp

Wyoming Camp Meeting takes place on the third Wednesday through Saturday of July, operating simultaneously with Glacier View Ranch's Teen Camp. Each summer, we may assign several Summer Camp staff members to travel to MSR in order to assist with the Wyoming Camp Meeting program.

Mills Spring Ranch Summer Camp is a 1-week children's resident camp for ages 8 to 17 and operates during the week immediately following GVR's Family Connect Camp program. Glacier View Ranch partners with Mills Spring Ranch to operate the week of MSR summer camp by supplying staff and some activities for the week. This partnership has implications on both programs and requires our staff to place an added emphasis on remaining focused, enthusiastic, engaged and energetic through the conclusion of the Summer Camp season.

Each summer, during the second half of Family Connect Camp at GVR, we will begin preparations to move summer camp 4 and ½ hours north to Mills Spring Ranch. Roughly 35 to 40 GVR staff will be selected to travel to MSR to operate the 1-week summer camp program. About halfway through the summer, our leadership team will identify and select staff for the MSR program. Beginning on the Wednesday of Family Connect, staff will depart for MSR in groups, with the last group arriving no later than 2pm on MSR's registration Sunday (concurrent with GVR Family Connect Camp departure Sunday). The entire MSR staff will return to GVR on the following Friday, Saturday, and Sunday.

Staff members not assigned to MSR will remain at GVR to assist with Pathfinder Camporee preparation, camp turnover, and GVR year-round user-group preparation.

Please note that while the 'vibes' at MSR will be different due to size, location, and customer demographics; summer camp staff will be held to the same standards of employment while serving at both MSR and GVR. All employment and camp policy contained in this handbook will apply at MSR. Amendments to policy specific to MSR may be made at the discretion of the Summer Camp Director with approval by the Executive Director. Any and all amendments made will be communicated to Summer Camp staff in writing and with reasonable notice.

Who We Are

Glacier View Ranch has been a significant part of young people's lives since 1949. We encourage young people to connect with their natural surroundings through hands on experience. We offer a great place to make new friends or visit with old ones. Safety is always our number one concern. Each staff member is carefully selected and trained so that we can provide every camper with the experience of a lifetime.

Glacier View Ranch is a non-profit youth camp. Our focus is Summer Camp and also hosting retreats during the remainder of the year.

Because of our setting and our highly trained staff, Glacier View Ranch offers great opportunities for outdoor recreation and learning. It is an ideal place to experience a variety of activities and grow closer to the Creator.

While summer camp offers a unique experience, all of our programs are shaped by Seventh-day Adventist principles and the common belief that we are an integral part of our natural environment.

Our Vision and Mission

Built on the Seventh-day Adventist belief that we are followers of Christ, with the primary goal of spreading the gospel, our main purpose is to make it as easy as possible for all our campers to gain a personal knowledge of who Jesus Christ was and is, through the use of recreation, retreat, and nature based activities. **(Appendix 7.711.11)(Rev. eff. 11/1/98)**

Glacier View Ranch's Summer Camp strives to:

- Draw everyone to Jesus Christ
- Teach stewardship
- Model spiritual discipline
- Encourage spiritual decisions
- Provide an environment for building friendships
- Furnish a safe social experience
- Develop new skills that enhance self-worth and self-confidence
- Model and teach principles of a healthy lifestyle

Introduction to Working at Glacier View Ranch

Welcome to Glacier View Ranch and thank you for helping make our work possible. Before you arrived, our year-round staff has been working to help prepare the buildings, pool, horses and other details for you and the campers.

In 1949, the Seventh-day Adventist Church founded Glacier View Ranch Youth Camp with the belief that children and staff could learn more clearly about Christ and his ways through natural ways instead of living complicated, individualistic, or media saturated lives. Glacier View Ranch still carries this belief.

Glacier View Ranch has retained and developed these beliefs over the years. With society pushing us to individualistic and self-centered lives, GVR has pushed to build a safe haven where campers can still experience a safe spiritual, emotional and social community. To create such a community, it is up to us to take the individual parts, ourselves, and connect them together.

What makes a staff member an integral part of the Glacier View Ranch community?

- Be you—smile, laugh, and tell us if something is wrong.
- Be responsible—take care of the campers and meet safety guidelines
- Arrive on time and work hard—be a model for your leaders and for other staff
- Help us follow our values — Character, Competence, Chemistry, and Communication
- Make friends with your fellow staff — be supportive, encouraging and loving to all
- Share your passion—teach weaving, guitar, or juggling to someone else
- Be curious—ask questions of your colleagues and supervisors
- Check in with your supervisor regularly — there’s no such thing as “nothing to do”
- Tell us when you need time for yourself — self-care is important!
- Get dirty—take on work projects or help in the kitchen
- Join in with the kids—don’t just observe, participate!
- Challenge yourself—because even adults can explore new adventures
- Be vulnerable—open up, let people get to know you, share your heart
- Be open—what has Jesus done in your life?

Licensed Child Care Facility

Glacier View Ranch is recognized as a licensed Child Care Facility in the state of Colorado. We adhere to any and all pertinent regulations stipulated by the Colorado Department of Human Services, Office of Early Childhood (CDHS OEC). These requirements, regulations and/or procedures are contained in Appendix: General Rules for Child Care Facilities.

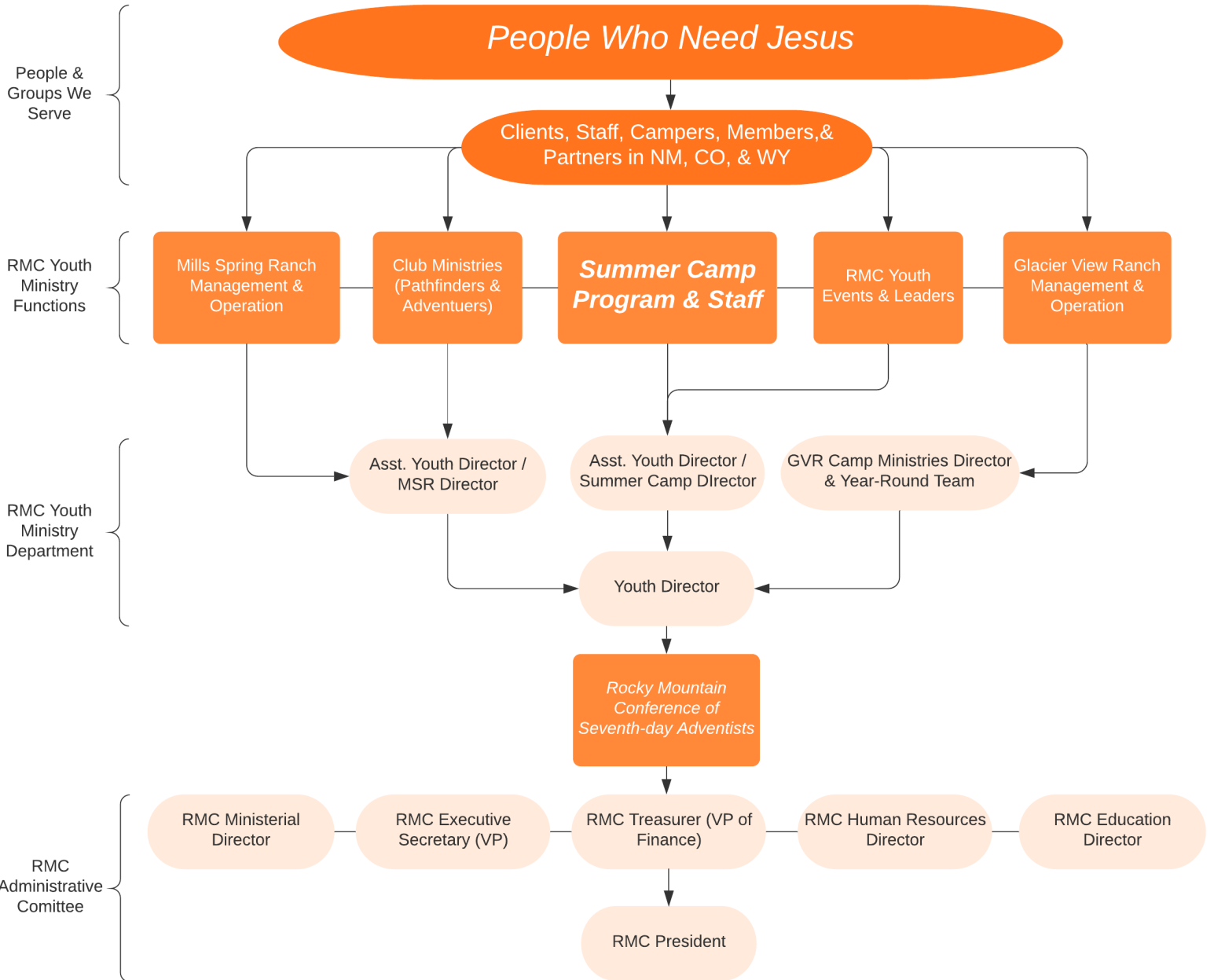
Our status as a "Children's Residential Camp" is defined in the Colorado Revised Statutes at Section 26-6-102(2.2) (a) & (b) as the following:

"Children's resident camp" means a facility operating for three or more consecutive twenty-four-hour days during one or more seasons of the year for the care of five or more children. The facility shall have as its purpose a group living experience offering education and recreational activities in an outdoor environment. The recreational experiences may occur at the permanent camp premises or on trips off the premises.

A children's resident camp shall serve children who have completed kindergarten or are six years of age or older through children younger than nineteen years of age; except that a person nineteen years of age or twenty years of age may attend a children's resident camp if, within six months prior to attending the children's resident camp, he or she has attended or has graduated from high school.

** The above definition reflects changes current through all laws passed at the First Regular Session of the Seventieth General Assembly of the State of Colorado (2015)*

Who We Serve



Glacier View Ranch's Culture

What Makes Us Unique

Not all of what we do here is unique to Glacier View Ranch. In fact, a lot of what we do here is a mixture of experiences from other places. Some of the things you see here may be familiar to you and some of it may be new or may even be unusual.

The Foundation

Operating under Seventh-day Adventist beliefs, much of our culture stems from that philosophy and guides our everyday work. When people interact with us or observe us, we want Jesus' words to be clear; "By this everyone will know that you are my disciples, if you love one another." John 13:35

Cabin Families

If statistics are any indication of family stability in the United States, well over 50% of first-time marriages end in divorce. And, the statistics for second or third marriages are even worse. With this statistic in mind, think about single parents. Births to broken or complicated family structures constituted 36% of all births in 2004. (www.childstats.gov)

Because of the rampant number of broken families, Glacier View Ranch tries to model positive relationships between children and adults and between adults themselves. The Boys and Girls Director will assign support staff to a cabin for the week or summer. This has powerful ramifications for camp life, child development and staff involvement.

It can sometimes be overwhelming to learn names if you think of all the campers we have at camp. However, it is much easier to build strong ties with a small group of people and get to know them intimately. Take time building relationships with campers in your cabin family. Look for opportunities to help out the counselor as well. Try to become an immediate family member instead of a distant relative.

The best cabin families may not win honor cabin, but they do have the most fun! Campers love to be involved with people that they see at activities, in plays, or around camp. Support staff will feel much more involved with camp if they can be part of a family. So, don't be boring and dull, adopt a family.

Camper Check-In Day

This day is similar to your own arrival day. Campers check in, see if they have any paperwork that still needs to be completed and then move into their cabins. Check-in day is one of our busiest. It begins really early in the morning with staff meeting. For counselors, it is important to be extra attentive to the whereabouts of your campers on this day! For most of the staff, this will mean you are already at work by 8am. The whole day is filled with cleaning, registering new campers, talking to parents, operating the store, managing all of the extra traffic on campus, swim testing, and a lot of the regular camp schedule.

Remember, for many parents, this will be the only time they interact with the staff, see the camp and build their impression. It is important that we appear professional, helpful and in good spirits. We want to go out of our way to ease the parent's worries; that we will take care of their most valued possession.

To ensure a professional look, we wear a uniform on this day (each year may be a different dress code assignment), unless you are specifically assigned to a manual labor project. Be especially attentive to keep camp clean and tidy, looking out for pieces of trash you may see on the ground, or equipment and clothing that may have been left behind.

When interacting with parents, remember that it isn't someone else's job to help them, it is your job to get their questions answered. If you come across an inquiry that you do not know the answer to, don't just point the parent in the right direction, make the extra effort and lead them to someone who can help them. We follow the job until it is finished or until someone else has taken it over.

As the day wears on, less and less people will come onto our campus. Things will slow down to just a trickle. Be aware that even though you have been standing, transporting luggage, and answering questions for several hours, someone that is just arriving is still receiving a first impression. Be sure to be just as attentive to the last person who checks in as to the first! And don't forget, body language is communication.

If a parent has to walk up to a circle of people talking, it may feel as though they are on the outside or excluded. It is also more difficult for you to notice that they may need help. Have fun on registration day, spend time with people that you normally don't see, but make your motto—"smile, focus on the trial, and always go the extra mile."

A Typical Day

The normal day is different for each person depending on his or her responsibilities. Everyone will have some time off, but this is different for support staff than it is for counseling staff. Each day has line calls, morning and evening worship programs, staff worship, activities, rest period, meals and recreation. We want you to be involved with every part of the program unless otherwise requested by your supervisor.

Although some events are not required, it is a known fact that there is a direct correlation between the involvement of staff and the fun campers have. Line call can be either the most boring part of the day or the camper's favorite variety show.

If campers see staff completely unengaged in an activity whether it is line call or recreation, they perceive that event in the same way the staff will. We want to challenge you to be creative during these events as much as possible. Be careful not to get trapped into a rut. Although this may be week 5 for you, *it is most likely a camper's first.*

Evening Program at the Campfire Bowl

Each night, all the campers and staff gather at the Campfire bowl for evening worship. Weather and programming team assignments depending, this program may also occur in the auditorium, longhouse, or some other venue on campus. Although it varies slightly every night, its basic function is to end our day with positive Christian values and stories. Three elements that are pretty consistent are the following: a lively song service, a piece of cohesive play or skit, and the pastor sharing a thought.

Please arrive early to the evening program especially if you have a part in the play or are participating in song service. We want to begin on time so that we can maximize the time we have allotted for this.

If you are in a song group, practice ahead of time and know the words to your set. And if you are in a play, know your lines and follow the script. We don't want to distract from the message we are portraying by not illustrating the essence of the play.

A note on plays: while you may have seen a certain play numerous times or preformed in it numerous times, it is a camper's first time seeing it. Please do not "enhance" the play in a way that will distract campers and staff or detract from its main focus. Please pass all ideas, adjustments, or changes through the Director of Programming before performing them.

Fridays

While the rest of the week seems pretty standard, Friday takes on a different tone. Although it starts out very similar to a typical day, there is an intentional shift in our programming. This year, that shift will also include camper check-out. That's right. Campers will be departing our program on Friday afternoon following lunch.

The Friday schedule has yet to be determined but will likely include a final set of celebratory programming before lunch including fun and funny skits, lost and found, a countdown of favorite camp songs, and the presentation of the week's video.

Following the end-of-week program and lunch, staff will receive camper check-out assignments – whether supervision, activity development, or camp cleanup and next session preparation. Parents and clients will begin to arrive on campus at lunchtime. Staff should be prepared, dressed professionally, and ready to welcome incoming parents.

As the camper check-out finishes in the afternoon, all staff will check in at the Summer Camp Office to receive camp turnover, sanitization, and disinfecting assignments. We will work diligently and efficiently to prepare camp for the next week's session. Following camp turnover, we will have time to prepare for a special all-staff vespers service before checking out for the day off.

Agape Feast

When many people think about the Agape Feast, they think of the finger foods, fresh fruit, fresh baked breads, or tasty dips, but it is so much more. We chose the name Agape Feast because it is a celebration meal of worship and love. We are celebrating the love of Jesus and how His love influences our ability to love others. We want to reflect Christ's example in Genesis where He rested on the Sabbath Day and spent time with what He had created. We also want to slow down and spend time with the relationships we have created this week. Our conversations veer away from the usual daily-grind centered talk of the week. Our focus is on getting to know each other, spending quality time together.

We are about to enter a day where our whole focus is on worshipping the Creator of all things, the life giver and sustainer of all we do. What better way to do this than by sharing His ἀγάπη love with others?

Thursday Night Play

The Friday (this year, Thursday) Night Play has taken many faces from musicals to dramas to monologues and is usually the climax of the weekly drama that unfolds each evening. It has been done in many places from beside the lake, in the auditorium, and even Christ's Tomb. Yet, its purpose has stayed the same. The Thursday Night Play is our opportunity to share with these campers (and sometimes staff) why we do what we do. "God loved the people of the world so much, that He gave His one and only Son, Jesus Christ, to take their place, so that WHOEVER believes in Him won't have to pay the consequences of sin, which is death, but because of His gift of grace, they will have everlasting life instead." John 3:16, Romans 6:23 HAP (Handal Amplified Paraphrase).

Sabbath

The seventh day of every week is our Sabbath. It begins on Friday night after sundown and goes until Saturday after sundown. We do not run our usual programming during this time. Instead we set Sabbath aside as a special day to commune with nature and our Creator.

In 2021, all staff will have the same day off with most of that time occurring during Sabbath hours. Staff time off will begin Friday evening after vespers and will conclude Sunday morning when all staff will be expected to report to staff meeting. Please note, we have intentionally included day-off time outside of Sabbath hours (Saturday evening). As outlined later in the section on Days Off, we expect that staff utilize time off to rest and recharge for the upcoming week. Our hope is that having Sabbath off will facilitate this expectation. If you're interested in attending a local church service, contact the Summer Camp Director for local church recommendations!

Although we each may have different cultural backgrounds, upbringings, and interpretations of the scriptures, we ask that you embrace the Sabbath as a day of rest from all of our daily chores and experience the peace that God wants to give us in communion with Him.

Staff Availability

Camp is a busy place. There is always something that needs to be done, something that needs to be fixed, or something that needs attention. Often times, it's all three. With such a heavy workload, camp thrives off a culture of service. We all need to be able to help out wherever there is a need. Whether it is a toilet plunged, trash picked up, a crying camper needing consoling, or a mountain that must be hiked, we need you to be amped to do it.

We have eliminated phrases out of our vocabulary like, "that's not my job", "somebody else should be doing this", or "I didn't come here to do this." Be ready and willing to gladly wear different hats, take on new challenges, and share the workload. We are counting on you to keep Summer Camp at Glacier View Ranch moving forward.

Conflict Resolution – Matthew 18

Conflict is always a challenge in any work place. Camp is no different. In fact, the close living quarters, the daily interaction and the diverse responsibilities heighten its possibility. Adding to this are diverse backgrounds, belief systems and perceptions. So how do we resolve conflict? The Bible has a great model that we have adopted here at camp to help us resolve conflict.

¹⁵⁻¹⁷ "If a fellow [co-worker in ministry] hurts you, go and tell them—work it out between the two of you. If they listen, you've made a friend. If they won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If they still won't listen, tell the [community of believers]. If they won't listen to [the wisdom of many], you'll have to start over from scratch, confront them with the need for repentance, and offer again God's forgiving love.

¹⁸⁻²⁰ "Take this most seriously: A yes on earth is yes in heaven; a no on earth is no in heaven. What you say to one another is eternal. I mean this. When two of you get together on anything at all on earth and make a prayer of it, my Father in heaven goes into action. And when two or three of you are together because of me, you can be sure that I'll be there." Matthew 18:15-20

The solution that we have extrapolated goes like this:

1. Pray beforehand that God will open your heart to what you may need to change in yourself. Then approach this person, trying to see it from their perspective.
2. Making a list of what you saw, thought, or felt like can help you to stay on topic and not lash out. Share with the other person your observations being careful not to be condemning or accusatory but looking for solutions.
3. If the two of you cannot resolve the issue on your own, ask a supervisor to act as an intermediary in the conflict. This could be the Executive Director, Camp Ministries Director, Camp Ranger, or a member of the Camp Leadership Team.
4. If a solution still evades both of you, ask the Camp Administrative Board to help you resolve the disagreement.

5. After it is all over, continue to pray that God will help to mend the relationship and strengthen the community. Remember that arriving at a solution is not a fix-all. Relationships are dynamic and will take work, patience, and help from the Holy Spirit to grow healthy.

Things go wrong sometimes. This may be your workload, living conditions, your supervisor or the system that runs everything. It can be easy to complain to fellow co-workers and decay into a rotten attitude. When a conversation turns negative amongst your coworkers, use the simple mnemonic device, “talk it up”, to help you remember where to direct your negativity. Encourage each other to not only “talk it up” as in..., ‘stay positive,’ but to “talk it up” the appropriate channels where change can happen, or answers can be given. This will help keep you from spreading nefarious inky seeds of mal discontent thereby sprouting the creeping black rust that decomposes the very foundation upon which this camp is built.

Time off

Counseling Staff Daily Time Off

Each counselor will receive approximately two hours off during each day. Daily time off for counselors will either occur during morning activity periods, lunch and rest period, or afternoon activity periods. Time off is an excellent time for you to take care of your own needs. If you need to phone home, call your school, sleep, go for a run, or swim in the lake; it is entirely up to you.

Also, this is a good opportunity to mingle and meet other staff members. While you may prefer to hit up your favorite social network, do your best to set life outside of camp aside and build relationships here. Please remember that this is not a time to leave camp unless you have received specific permission from the Camp Director.

Support & Activity Staff Daily Time Off

Time off for support staff varies by position and designated assignments and will occur daily. It may be during rest period, an activity period, or in the evening. Regardless of when your time off occurs, please ensure that you return to your job with ample time to prepare for your responsibilities. Please do not show up late to your session or job assignment dripping wet and needing to go change. Be prompt and be professional.

If your activity area leader requests that you show up early, please do so. It is up to the discretion of the activity area leader to designate how much time is needed to ensure readiness.

The same admonition as above is given to the support staff as well; use your time wisely.

Days Off

Each week, you will get a day off to rest and enjoy the surrounding area. Your day off starts after the evening program and ends a half hour before the next evening program begins.

In emergency situations, with permission by the Camp Director only, days off may be accumulated for a two-week period to provide two successive days off. Staff may not accumulate more than two days off at any point during the contract period. Saturday and Sunday will be given as days off only in special circumstances and must be approved in advance by the Camp Director.

Forest trails, rock climbing and a refreshing lake surround Glacier View Ranch. Fifteen minutes away is Ward, a quaint mountain town with a small store. Twenty-five minutes away is Nederland with a grocery store, a few restaurants and coffee shops. About 45 minutes away is Boulder, a rather large town with restaurants, entertainment and grocery stores. Denver is the nearest large city. It lies about an hour and a half down the mountain. These are just a few of the options that you may choose on your day off. One recommendation is that you choose an activity that will be rejuvenating and not return you to camp more exhausted than before you left.

Remember that while on your day off, you represent the ministry of Glacier View Ranch. We request that you continue to follow the Glacier View Ranch guidelines and those of the Seventh-day Adventist Church. We always want to be an example to our community and our responsibility does not take a day off.

Community Relationships

Neighbors

While we live far away from town, we are still surrounded by neighbors. Every road that leads to camp has permanent residents that live along it. Please be mindful of the relationship Glacier View Ranch has with many of these people. Speeding is strongly discouraged. This may be your first dirt road and you have always had that fantasy of driving like Ken Block with the Scandinavian Flick around a corner. Don't.

Dating and PDA

Staff couples get prime time on the gossip circuit and staff dating will not become a camper spectator sport. Camp is not the place to carry on a romance. Please, no PDA (Public Display of Affection). This includes handholding and back massages. At no time are relationships to interfere with the ministry or assigned work responsibilities of any staff member. This extends to relationships of the opposite sex and the same sex. Lewd gestures and intimate physical contact are not appropriate at any time. All associations must be kept in proper Christian and professional standards, remembering that visual examples are an essential ingredient in appropriate conduct.

The Elevation

The geography is different at every camp. Some camps are on a peninsula in the middle of a lake, others are in the middle of a city, and still others are spread out over hundreds of acres of prime wilderness—that's us. Glacier View Ranch is in a unique place, spread out over 600 acres. But one of the most noticeable features of Glacier View Ranch is the elevation. We are at 8,747'. For those not accustomed to high elevation, you may experience headaches, dry mouth and overall discomfort.

For the first couple of days it might take you a little bit to adjust to the elevation. You might be a little bit extra winded while hiking up a hill or short of breath when running during recreation. This will only last for the first few days. After that your body will acclimate. The elevation will not become easy, but manageable. Ongoing problems may be a result of individual attitude not the camp's altitude.

Embrace the elevation as part of Glacier View Ranch's culture instead of avoiding it all summer long by begging for rides and being an overall sloth. Your positive mental attitude will rub off on the campers and help them adjust to one of this camp's most unique features.

If you still find yourself complaining about the elevation after the second week, trying to bum rides from the vehicles that pass by, or arriving late to activities and recreation, please stop by the cafeteria and talk to the Food Service Director. They will be able to provide you with a quart of water (elevation and hydration go hand in hand) and a straw to help you suck it up.

Social Networking & Technology

In a media saturated world, new verb phrases like "Google it", "check the 'gram", "bro you need to tweet that mess", or "dude I've been Tik Toking all morning", are becoming much more commonplace. While we know that cell phones, laptops, iPads, etc. are your primary way of connecting with family, staying informed and relaxing, we ask that you be discreet.

If you need to make a phone call, check your email, or catch up on some news, please follow these guidelines.

1. Keep your responsibilities first and foremost. Leave your media use restricted to only during your time off or day off.
2. Preserve the natural setting we have here that is mostly removed from an oversaturation of modern technology. Use your media devices out of the direct attention of the campers. Your lodging, Summer Camp Office, the cafeteria when empty, and the breezeway are good places if you need to connect.
3. Don't miss the *scree* for the *screens*. (Let the alpinist understand.) We challenge you to make your summer motto, "unplugged and unforgettable."

Computers

Please limit your computer use to your personal computer in your off time. If you need to use a computer briefly for your assigned summer camp job and do not have a personal one, please speak with the summer camp office staff and they can make arrangements for you.

All other camp computers are for official business only. Please respect the camp's employees and receive permission anytime you need to use their computer.

Telephones

If you need to make a personal phone call, please see the office manager for assistance. Please be brief and limit your phone usage to evenings or early mornings outside of business hours. Please ask permission before using the phone in the cafeteria hallway or in camp offices, just like in the 90s, minutes cost dollars.

Cell service is creeping in more and more onto our camp. Although this is a really big benefit to our Year-Round Staff and a convenience to our Summer Staff, managing campers that may sneak in phones can be a big hassle and safety issue. If you see campers using a cell phone, please confiscate it and give it to a village director. They will ensure that it is returned to them before they depart.

Internet

Our Internet is a vital heartbeat for this camp. All summer camp registrations, client e-mailing, and web updating is done online. We need to keep camp running at its most efficient pace to keep up with a global world.

To help ensure efficiency, be responsible to use WiFi for lite use during time-off only. If staff misuse the limited internet through gaming, downloading movies, or any other activity utilizing excessive gigabytes of data, we are not beyond limiting internet access through a code system or shutting it down for general staff access altogether. WiFi will be made available for the entirety of your day off.

Staff Community-Building Events

Although we are with each other all day, we understand that it can feel like you don't get to spend any time with your fellow coworkers. We want to keep the staff healthy and running at optimum efficiency. To help facilitate this, some events have been created to encourage a strong sense of community. All staff parties and events will be designed to promote unity, lift morale, and encourage focus on the vision and mission of camp. All events are planned at the discretion of the Camp Director and must receive prior approval.

Please support us in this philosophy of community building. Take initiative to give counselors time to hang out with other staff by volunteering to watch their campers or maybe send them a few cookies. Counselors, take a minute to thank support staff for good meals and clean laundry or send an encouraging note to an activity leader.

Crafts

Make something with your hands and laugh a little bit. Thank the crafts director, as this is an added workload.

Cookie Night

This is an event that is working its way into Glacier View Ranch's tradition. At the beginning of the summer, the Executive Director, Camp Director, Camp Manager & Food Service Director will need to confer that this will be a possibility for the summer. If this is something you would like to do, ask the Camp Director how you can make this happen.

Pool & Hot tubs

Later in the summer, the pool may be opened for a late-night swim pending approval and availability of lifeguards. Any use must not interfere with camp and its programs. Swimming at the GVR pool is only with the understanding that employees must follow the same rules as campers/participants. The GVR pool is off limits without permission from the Summer Camp Director.

Pranks

There have been some epic pranks at GVR in the past, and we hope they are a tradition that will continue. However, staff must be aware that in addition to holding the potential for fun, pranks can pose safety and liability problems. All pranks, no matter how innocent, must be cleared with the Camp Directors beforehand.

Glacier View Ranch Facilities

Summer Camp Office

Located in the middle of camp, this is the office for the camp directors, office manager, videographer and photographer. Please do not remove any equipment from here without approval from the Office Staff.

While this is the nervous system of camp, there is a lot of work that needs to be done. Please be aware of people on the phone. If you are asked to leave, please comply. Please keep this area clean and free from clutter. It is not a personal closet or staff wide office.

Office Space

Located in the longhouse attic and the pool upper room, office space will be made available the programming staff, village directors, activity director and business manager. Please do not remove any equipment from offices without approval.

Lodge

The main lodge is for housing only and not a hangout spot. Please remember that certain floors are for certain genders only. People may be sleeping at any time. Please be mindful and keep the lodge a relatively quiet place.

While the front office is not off limits, this area is for year-round use only. The foyer is the front office and needs to be treated as such. While the year-round staff enjoys visiting with summer staff, this is not an appropriate hang out spot. Stop and visit but do your chillin' in the Elk Room.

Personal rooms should be treated with respect. The lodge is used as a year-round conference/retreat center and many other guests will use your room after you leave. Please keep your room clean and organized. Food is not allowed in lodge rooms at any time. Summer camp leadership and the GVR year-round staff may conduct room-checks at any time.

Bedding is required. We will contact you with your lodging assignment and expect you to bring appropriate sheets (fitted and flat) and a comforter or sleeping bag. Bedding will be either queen size (lodge) or twin size (cabins). At no time should you sleep directly on the mattress or mattress pad. Additionally, the mattress pad should not be used as a sheet or blanket. If you do not have bedding or cannot obtain bedding, please ask us for assistance.

Disclosure: motion activated security cameras are installed throughout the lodge in all public areas and hallways.

Elk Room

Due to the generosity of the year-round staff, this room has been designated the **staff lounge**. Its purpose is to provide summer camp staff with a quiet, communal place to relax and unwind away from campers. This is a great place to utilize computers and cell phones. Food is allowed in this room and the adjoining kitchen. All we ask is that staff please be respectful of the room and furniture, knowing that its use is conditional. If you make a mess or see a mess, clean it up. If at any point it appears that the room is not being properly cared for, it will be closed to all further use. Guys may access the Elk Room strictly from the outside stairs or the closest indoor stairway, just off the main foyer. They may NOT walk down the length of the third floor as this is girls lodging only.

Lodge Kitchen

The following guidelines must be followed to serve all staff and maintain a clean and sanitary kitchen:

- Glacier View Ranch has provided a small selection of dishes, utensils, and pans to aid in light food prep or snacks for small groups. DO NOT remove these dishes from the kitchen...thieves! You may eat what you have prepared either in the Lodge kitchen, the Elk Room or outside. Please do not cook, store or eat food in your room. Food outside these designated areas is an open invitation to ants, mice and bears.
- Glacier View Ranch has provided some basic food to aid in late night snacking or for those who have missed a meal. This is not a substitute for eating in the cafeteria but is instead for those moments you forget, missed a meal, or are just dying for a Banana Taco. (Banana Taco—A toasted slice of bread with a thick spread of peanut butter wrapped around an entire banana. Boom!)

- Only a limited amount of food is supplied in the Lodge kitchen. We will try and restock the kitchen weekly. So, if you devour all the food in one night, then everyone will have to wait until the next scheduled restocking day.
- Use of the Lodge kitchen is a privilege and should be treated as such. If the kitchen is continually found in disarray (food left out, dishes not clean and put away, counters left a mess) use of the Lodge kitchen will be discontinued. Be an adult and clean up after yourself.

The Lake

We are privileged to have Minnie Lake, one of the most recognizable features of Glacier View Ranch. There are many stories that are often told of skiing on the lake, riding a sled across its icy surface, and it drying to a puddle. The rock, situated in the lake, has many of its own stories.

Under no circumstances may staff take campers swimming unless one of them is a currently certified lifeguard familiar with GVR's Emergency Action Plan for swimming accidents.

While there are many people unaware of the beauty and simplicity of swimming in the lake, please educate them that it is safe and sanitary to be in. The leeches that are sometimes found are harmless and can be removed by simply rubbing them off.

Lodge Front Office

All year-round reservations and business transactions take place in the main office located in the foyer of the lodge. All office equipment including computers, copy machines, fax machines and telephones are to be used for camp business only and are under the permission and direction of the camp manager. Please refrain from loitering in and around the camp office. While the year-round staff enjoys visiting with summer staff, this is not an appropriate hang out spot without prior approval from the camp manager. Stop in and visit, but be respectful of their work

Cafeteria

The following process will be followed for all meals during summer camp:

- All staff that have an activity to attend to immediately following a meal or are on clean-up duty will be allowed to go through line first, but only after everyone is sitting in the cafeteria and prayer has been offered.
- It is the responsibility of the counselors to maintain order and quiet during meal times. All counselors are expected to sit at the table with their campers. Cabin families are encouraged to help the counselors during meals.
- Since the campers are away from home, they need help on making good food choices. As staff we must help them eat well and reduce waste. It is important that we do whatever we can do to help protect and save our environment.
- Each cabin must wash their own table. Cabins will take turns cleaning the dining room based on a rotation determined by the Boys/Girls Director

- Staff members have been provided the Lodge kitchen as a place to store and prepare food. Please respect the kitchen policy that NO food is to leave the cafeteria. Exceptions will be made for sick trays only.
- Only Cafeteria staff or those specifically assigned to cafeteria duty should be in the cafeteria during operating hours and non-operating hours. If you need to access the kitchen, please contact the food service director for permission. Be ready to be explicit with your needs.

Spiritual Programming

Camp is a very spiritual place with great support, excellent accountability, and easy access to spiritual material. However, we want to encourage you to not rely on the spirituality of others in the place of your own. We provide opportunities for each staff member to share what God has done or is doing and encourage everyone to take individual time with Him.

Staff Worship

Every morning, promptly at **7:15 am**, Glacier View Ranch staff gathers in the cafeteria for worship. This is an important time where we start our morning with aligning our minds with the great Creator.

We want you to share with us what God has done in your life. This is a great way for us to connect as a camp family and fellow believers in Jesus. If you are interested in giving morning worship, please let the staff pastor know.

Devotional Life

Staff are encouraged to develop their own daily time and place of communion with God. The extra demands placed upon you in camp make this strengthening of spiritual life a must. Plan ahead for your devotional time, as it can be difficult to find balance in the summer camp schedule if you do not take a proactive approach. Please talk to any member of the leadership team if you would like ideas, guidance, or direction for your personal devotion time. The leadership team exists to support camp, and to support you!

Personal Information

Vehicles

Although it is not required that you bring a vehicle to camp, it may serve as a convenience for your day off. It is important to note that should you choose to bring your own vehicle; you assume all risk and liability. Lock your vehicle and avoid storing items of value in it. Colorado State law requires all drivers to have valid proof of auto insurance.

The speed limit entering into camp and on camp property is 7.5mph. Once you arrive, you are required to “register” your vehicle with the office manager. There is a designated parking area for your vehicle at camp; you may not park it anywhere else.

Primarily for insurance reasons, as well as for safety and liability reasons, no campers may ride in employee's personal vehicles at any time for any reason except when the Executive Director has issued an emergency evacuation. (Because Colorado experiences seasonal forest fires, we have a Fire Emergency Evacuation Plan that may include your vehicle as a method of transportation of anything that camp deems necessary for transport. You will be notified if this becomes necessary.)

We are not responsible for damage incurred to your vehicle while you are at camp or away from camp. Leaving food inside your vehicle is a sure way to incur damage from bears or hungry counselors. Please take all necessary measures to protect your vehicle – lock it, clean it and park it where it is supposed to be.

Valuables

While we strive to be an open and trusting group, we need to be aware that cameras, knives, and other attractive gadgets can be a temptation for some. Passports, tickets and small valuables may be kept in the office safe. GVR is not responsible for lost, damaged or stolen possessions. You are welcome to bring bicycles, guitars and other equipment. Unfortunately, GVR has no way of providing security or insurance for these items. Bring them at your own risk.

Suggested Clothing and Footwear

In planning the amount of clothing to bring, strike a balance between the amount needed for the seven days between laundry days and the need for all clothes to fit in your suitcase/duffel. When choosing daily clothes, keep in mind that camp might be hard on your clothes: they could potentially get wet, dirty, or worse—lost. In light of these possibilities, bringing your best clothes may not be the best idea.

Please label everything! Your name should be on all of your belongings including suitcase or duffel bag. Because stick on labels come off, use sew-on labels or indelible markers on clothing, musical instruments, camera, fishing pole, etc.

The following list is extensive and general. Some of you may not need all the items on the list below depending on your job description. However, make sure to bring enough clothes to potentially change throughout the day if you get sweaty, dirty, etc.

Although camp may have the odd/old sleeping bag, etc., we encourage you to bring all your own gear, as we do not have enough to supply everyone.

- A sturdy pair of hiking boots/shoes
- Sneakers, or another pair of light footwear
- Wool socks for hiking. Cotton socks can cause blistering when hiking.
- Underwear—At least 7 pairs
- Socks—(materials other than cotton are best, e.g. SmartWool)
- Long sleeve shirts (wool, flannel, cotton shirt)
- Long pants. At least one pair should be “work” pants (Dickies, Carhartt, jeans)
- A fleece, hoody, or soft-shell jacket. The nights and mornings can get brisk
- Shorts of an appropriate length – (just keep it modest)

- T-shirts (two shirts are provided for you by GVR)
- Bathing suit – once piece
- Bandana
- Pajamas
- Towel
- Sleeping bag—temperatures can often reach into the low 40's during the night
- Sleeping pads are optional but recommended if you are planning on camping out or visiting Outposts on your day off
- Backpacks are optional but a convenient piece of gear to have for days off, outposts, or hiking around camp
- Poncho or rain jacket— it can rain every day during the early part of the summer
- Your sleeping situation at camp will vary based on position and job assignment:
 - Twin size fitted and flat sheet, blankets and pillow for cabin living
 - Queen size fitted and flat sheet, blankets and pillow for lodge living
 - Sleeping bag, blankets and pillow (best option for all that camp can throw at you!)
- Sleeping bag liners/sheets are useful
- Water bottle—1-quart capacity (It is a pretty dry climate here and it can be difficult to stay hydrated)
- Laundry bag/basket
- Headlamp or flashlight with extra batteries
- Toiletry articles
- Insect repellent
- Sunscreen
- Extra pair of glasses/contacts & prescription, if appropriate
- Khaki pants or shorts (meeting the modesty standards) for Sunday

Optional Useful Items

- Stationary with stamps already stuck on envelopes
- Pens, pencils, journal
- Hat for protection
- Day pack for day hikes (very useful)
- Musical instrument
- Pocket knife
- Compass/GPS
- Good books (please leave spiritually unhealthy books at home)
- Costumes for skits
- Sketch pad
- Sewing kit, knitting materials and other crafts

Dress to the Environment

Camp mornings can be very chilly, especially at the beginning of the summer. As the day wears on, it can become hot. Layering is important to keep in mind. While you may need a hoody and long pants in the morning, by midday you are struggling to not go stark raving mad and tear off into the wilderness sans clothes... (okay, maybe not that bad). The temperature also varies throughout the summer. We can have very hot days at camp, or we can have overcast and chilly days as well.

Rain at camp is a common occurrence, especially in the afternoon, and double especially in the afternoon when you are planning to have the rodeo. While it may rain, it is still a very dry climate. To those of you who like Chaco's or Crocs be advised that you may experience Chaco-rot, or Croc-rot, a phenomenon where dust collects to the sweat on your feet, between toes and bottoms of feet, giving the illusion of a rotting foot. It's pretty awesome.

Uniform Parameters

We want our dress code, uniform, and day off attire to go beyond rules, measurements, and policy. We invite you to adopt modesty in more than just your wardrobe. The policies that we have written for attire are guidelines to help us stay professional and balanced not a guideline for the maximum we will let you get away with. If our style is not your style, please understand that we do not see this as a reflection on your spirituality, conservativeness, or cultural relevance.

Although we do not extend the attire policies to your day off, they do apply for anyone that is on the camp property. Just because you are on your day off does not mean that you can disregard them. This also does not mean that you have to wear an overcoat to walk from your room to the car. However, if you plan to participate in any activities, eat meals, or hang around camp, you will need to adhere to the dress policies.

Uniform

Staff members need to present themselves as camp professionals. As staff members, you represent Glacier View Ranch as an entity not an individual. Clothing should be clean, neat, and modest. Only modest bathing suits are allowed for both men and women. All shorts should have a clean hem.

Clothing that has messages or graphics that are counter to the ministry of Glacier View Ranch are not a part of camp attire. During recreation time please wear clothing appropriate for the activity being done. Please remember that clothing for recreation time may not be suitable for other activities—you will need to change before proceeding to the next program. Staff members are also required to wear closed-toe shoes for certain activities (rock-climbing, horseback riding, etc.).

While everyone has a different view on the use of jewelry and/or cosmetics, during your stay here please be aware that rings, necklaces, earrings, friendship beads, bracelets, ankle bracelets are not part of our uniform.

Professionalism in dress is our policy. If we feel that your choice of clothing or accessories distracts from the vision and mission of camp, we will have a discreet conversation with you and offer the opportunity to change.

Housing

Housing is provided. Upon your arrival you will be assigned your quarters for the summer. As housing is at the convenience of GVR and a condition of employment, housing ends when employment ends unless otherwise specified in writing.

It is expected that staff contain their personal belongings within their appointed residence. Personal belongings should not be stored or overflowed into “working buildings”.

Furnishings and mattresses should not be moved in or from any housing areas without the permission of the Camp Director & Housekeeping Director.

Please keep in mind that staff quarters are off limits to the members of the opposite sex. Violations of this are grounds for dismissal.

Be aware that moving in and out of your housing assignment are a frequent occurrence. We often move staff during Family Camp, special events, or for various other camp-related needs.

Housing Checkout

When it is time for you to leave, it is your responsibility to clean your quarters. This must be done through the Camp Director, Assistant Director, or Housekeeping Director. Contracts change for different staff members. When you leave, your roommates may remain for another couple of weeks. Please do not leave them a big mess to clean up after. It will be the responsibility of the last roommate to leave their quarters to ensure the room is entirely cleaned. If you suspect that you may be the last to leave, you may want to plan with your roommates.

Cleaning Schedule

Leadership staff will arrange a cleaning schedule specific to each area. Staff members will be responsible for ensuring that bathrooms, hallways, and living space stay in order. You may be messy, but please don't be gross.

Relationships

Relationships with one's parents, friends or partner are difficult to maintain while working at camp. With all the responsibilities we take on with the job, it's easy to feel distant from those closest to us. Glacier View Ranch encourages all employees to keep a healthy balance between work and the rest of the world. However, we ask that you try to minimize how much of your personal life infringes on your responsibility as a staff member. Long conversations on the phone, leaving the cabin at night without your supervisor's approval, and discussions with your campers regarding your romantic involvement(s) are not acceptable.

Visitors

In general, it is difficult for us to accommodate staff guests who will be at camp other than for your day off. If you anticipate this happening during the summer, please confer with the Executive Director and Camp Director well in advance to see what can be arranged. They will make the final decision about whether a visitor can stay at camp.

If you have family or friends that would like to come visit you, please follow these procedures:

- Your day off is a good time to visit.
- Inform the summer camp director if this person intends to visit any of the activities or camp facilities.
- If you have guests who you anticipate will want to stay overnight, please speak with camp directors well in advance for approval.
- Visitors should not interfere with any camp activities or programs.
- Visitors should not interfere with staff members fulfilling their responsibilities.
- All visitors should be pre-approved by the Summer Camp Director and check in at the summer camp office once they arrive.
- If they decide to stay for a meal, we request that they make a donation to the Worthy Camper Fund at the summer camp office.

Underage Volunteers

Volunteer staff members under the age of 18 are under the guardianship of their parents and the Executive Director and Camp Director. You are required to obtain parental approval when leaving the camp premises.

Underage volunteer staff members need to have volunteer offers, medical liability, and release forms signed by their current legal guardian prior to or on the first day of staff week. These documents will need to be **originals**, meaning they cannot be copies. **This is non-negotiable.**

Administrative Concerns

Required Documents

We are in the process of converting to electronic signatures and filing for many of our required documents. Please note that many of our on-boarding forms will be sent to you via e-mail. The list below is not exhaustive, merely a summary of some of the more important and often forgotten documents and paperwork:

1. ID for I-9 Verification: Look at the I-9 form attached to this document if you are unclear as to what identification you can bring, or Google I-9 and look at the list. You must bring **ORIGINALS!** Copies **cannot** be accepted. It is AGAINST THE LAW for you to start your first day of work without showing proper identification, so please, don't forget to bring the ID options listed on the I-9! **(ALL STAFF)** Bring your original forms of ID to camp.
2. Physical (obtained within the last 24 months of the last day of camp). Please get this done BEFORE coming to camp. We will not be offering physicals at camp this summer. **(ALL STAFF)**
3. Fingerprinting and background checks are now required for ALL STAFF. Background checks remain valid for 3-years. If you are new to GVR or returning and have not been checked in the past, there are three background checks that you must complete. FBI/CBI, Child Abuse/Neglect, and Verified Volunteers. If you are returning and completed these checks since 2019, you're all set!
4. Copies of certifications or training you may have received. (This includes transcripts if you took a class that supports an area you're working in). Bring copies of your certifications to camp with you.

Required Trainings

Certain training certifications are requirements for employment at Glacier View Ranch Summer Camp. At this time, required trainings for all employees include the successful completion of a Standard Precautions course and Red Cross or equivalent CPR, First Aid and AED training for pediatrics and adults.

We will require certain portions of specified trainings to be completed online prior to your arrival at camp. Detailed instructions will be given as a part of the staff on-boarding process and all fees will be reimbursed upon presentation of a legitimate receipt or payment confirmation. Completion of the training is required for your employment, please do not show up without having completed the required online classes and exams. Total pre-camp training time should not exceed 8 hours for qualified applicants. Exceptions will be granted on an individual basis with written request to the RMC Youth Department.

If you have any questions, please call us. [303-282-3664](tel:303-282-3664) or email: summercamp@rmcsda.org

Procedures

Pre and Post Camp

Every summer when the staff arrive at Glacier View Ranch all bright-eyed and bushy tailed, they discover beautiful scenery and meticulously maintained facilities. The year-round staff at GVR work tirelessly to keep the grounds and facilities clean and in good working order. We expect that the summer camp staff will respect the property and the hard work of our dedicated year-round staffers by adhering to the following arrival and departure procedures.

Your Arrival

Refer to your contract for your start date. If you are unsure of your start date, please check with the Assistant Youth Director. Please do not arrive before the start date listed on your employment agreement unless you have been cleared to do so.

When you arrive at Glacier View Ranch for Staff Training Week, stop by the Front Office in the Lodge and receive your housing assignment. They will inform you if you still have any paperwork that must be completed before you can move in. When the welcome committee has cleared you, you may then unload and move your car to the designated parking area.

Staff Week

You will be doing much of your orientation in your respective areas and as a whole group. It is an important time because the kind of community your staff group establishes will greatly influence the kind of community the camp becomes as the campers integrate. Much of the time during the week is spent in discussion and planning sessions, and there is also a lot of physical work to be done before the campers arrive. These jobs are necessary, and they also provide a focus through which we come to know each other better. You will find that work and shared accomplishments are important vehicles for the integration of campers and staff and form the platform upon which we build a better community.

Employment Offer Changes & Early Departure

In the event you leave camp prior to the final day of employment listed on your offer letter, your pay will be prorated based on your weekly rate. It is important for the directors to know as soon as possible if you must leave early.

In the event of an unforeseen circumstance, any amendments to your employment offer, after signing, will require a \$50 processing fee, which can be paid by cash, check, credit card, or will automatically be withdrawn from your paycheck. Any changes made after the first day of staff week will be an additional \$50 or a total processing fee of \$100. Special arrangements are possible on a case-by-case basis when coordinated with the Youth Department.

Check-In & Pickup Day

Staff uniforms are required attire. We will have a lot of visitors on our camp. Please be eager to help anyone that steps onto the camp premises. We would rather each person is asked three or four times if they need help, instead of not at all.

In 2021, pickup day will be Friday! Each camper needs to be in their cabin waiting for pickup under the direct supervision of his or her counselor, or under the direct supervision of his or her parent or guardian. Wandering campers are not allowed, responsible staff will be ticketed. Camper pickup begins each Friday afternoon at 1PM.

Check-in for each session will begin on Sunday's at 2pm. If any parents have questions that you cannot answer, please take them to the Summer Camp Office or find a member of the leadership team.

*Please see the above section on Glacier View Ranch Culture for more information.

Sign-out Sheet

When leaving camp for any reason (days off, approved leave, going on a run, etc.) you must sign out at the Summer Camp Office.

Programming & Events

There are several special events that our programming staff put on with your help. They add some variety to the camp life for the staff and are fun for the campers to look forward to year after year. Some of these events happen weekly while others may only happen once during the summer. They take a lot of extra work and are a full camp production.

Rodeo/Carnival

No camp program is complete without a rodeo. Many jobs are needed to pull off a successful rodeo. The Equestrian Activity Leader will designate a time during staff week when those wanting to practice can do so. If you would like to participate in any capacity, please talk with the wrangling staff. This is one of the most difficult events to pull off correctly and it requires everyone to pitch in.

Talent Show

Family camp often hosts a Talent Show. If you have a skill or weird quirk that you would like to offer, please see the Programming staff. If few family campers sign up, it is the responsibility of the camp staff to demonstrate their excellent talents. So, stop hiding your candle under a bushel and let it shine.

Teen Event

Our teens appreciate a creative event that is outside of the norm. We are careful to steer away from events that create romantic pressure and instead focus on having wholesome fun in a mixed group. If you enjoy event planning and would like to be involved, please see the director of programming.

Camp Council

Camp Council is a time for all campers and staff to worship together before the day's activities. Campfire is a time for all campers and staff to worship together at day's end. All staff members are expected to arrive promptly to all camp programming with an attitude of worship, ready to participate. All staff members involved in camp programming should arrive a minimum of 15 minutes prior to start time (unless otherwise directed by the Director of Programs). All music leaders should have songs preselected. Counselors should sit in the middle of their cabin for proper supervision. All campers will remain seated until dismissed by staff.

Activities

Our activities are the most consistent part of our programming and consume most of the day. They are for the purpose of training campers in a particular skill, providing them with an opportunity to enjoy something they might not be able to otherwise, and to provide important learning opportunities both socially and spiritually.

Take every opportunity whether as an instructor or observer to teach these campers about the love and way of Jesus.

Recreation

We spend most of the day following structure. A lot of this time is also spent working in separate groups. Recreation time allows for support staff, counseling staff, and campers to hang out together. This mostly unstructured playtime allows for different types of interactions than normal. Also, everyone shares the supervision workload that helps the counseling staffs get a breather after a long day of constant supervision.

For recreation time we are trying to accomplish the following objectives:

- Foster positive interaction amongst campers & staff
- Help the campers release pent up energy
- Bolster self-confidence in campers
- Provide a more level playing field between those athletic and non-athletic
- Engage campers with not only physical exertion but also mental
- Give staff an opportunity to mingle, play, and receive some exercise

There aren't many games that accomplish the above objectives well. When scrutinized many games place a heavy emphasis on winning and are usually won by a select few, usually the most athletic players. We don't want games to be won just because you have the fastest individual on your team. Strategy games, low scoring games, or games that require the help of an entire team to win can be frustrating for the less mature or overly competitive individuals. Because we are used to games designed for the most talented, we can easily gloss over other talents that would normally go unnoticed. Be careful to not let what you want to feel override what others may need.

Remember that our greatest accomplishments are positive interactions between camper's and staff. We do not want our sidelines to be filled with people watching. Encourage everyone to play by looking for the job that is most fulfilling to him or her and biggest help to the team.

During recreation, we work more as a team than individuals taking care of campers. For those of us who are not as interested in playing or are mildly injured, please help out those counselors who need to exercise. It is the primary responsibility of bystanders to transport campers to bathrooms, the nurse, etc. If a camper needs to go somewhere, have them ask their counselor so they are aware and then escort them to where they need to go.

If you feel yourself becoming too competitive, are injured, or feel like you cannot play, don't check out. Some of the most important team players are the cheering section. Spend some quality time with campers who don't want to play and encourage them to engage even if it isn't on the field. Don't look for a way out, look for a way to support.

Supervision

Any staff in charge of or the sole supervisor of campers must be 18 years of age or older. Please do not leave your campers in the care of a volunteer, counselor in training, or staff member that is younger than 18 years of age.

Campers are never to be left alone without a qualified adult. Counselors must be in proximity to cabins so that they can be within sight and sound of their campers at all times. Additionally, precaution should be taken so that no staff member is ever alone with a camper, regardless of sex.

Supervisors must always ensure that appropriate ratios and age requirements are met when leaving campers in the care of other staff. Below is an outline of correct ratios.

Age of Children	Number of Children	Number of Staff Members
6 and 7 years old	6	1
8 through 10 years old	8	1
11 through 13 years old	10	1
14 through 17 years old	12	1

(7.711.23 A, B, D) (Rev. eff. 06/01/07)

Camper Guidance

There are two types of guidance. The first is a verbal reprimand. This may come in the form of addressing the camper for disruptive behavior, not adhering to safety procedures, bothering fellow campers or staff, etc. If possible, pull the camper to one side and address them directly. Keep a calm but direct voice. Belittling campers, yelling angrily, swearing, or name calling are not acceptable.

The second is a more concrete form of guidance such as removing a camper from participating in an activity, separating them from other campers, etc. This may be necessary to address the camper directly or to aid in the safety of other campers or staff. In these scenarios a camper is never to be left alone, locked in, or sent away unsupervised. If separation is necessary, it needs to be brief and appropriate for the age and circumstances. A maximum of one minute per year of age is a good rule of thumb. Children requiring more guidance than that will need to be addressed in a different manner.

Physical punishment, such as, but not limited to, hitting, spanking, punching, pinching, shaking roughly, are not tolerated. Threats that humiliate or may cause fear are unacceptable. Children are never to be punished or ridiculed for toileting accidents. Verbal abuse and derogatory remarks are not tolerated. Meals or restricting meals is never to be used as a form of discipline. And under no circumstances is discipline ever to be delegated to other campers.

Whatever form of guidance is taken, please inform your immediate supervisor as to the action taken. And whenever possible, consult your direct supervisor prior to or during a disciplinary situation. **(7.711.52 A-B)**

Staff Development

Evaluations

Evaluations are an important part of our program. We want to facilitate you in your growth as a professional and self-confident individual. These evaluations will happen periodically throughout the summer and are an excellent opportunity to provide us with feedback on what we are doing well and suggestions for ways we can improve.

Mid-way through the summer, often during family camp, we will have morning worship earlier than normal. After worship, you will be given a self-evaluation form to fill out. There will also be a voluntary sign-up sheet for those who would like to have a face-to-face interview with the Camp Director. You are responsible to make arrangements to cover your responsibilities. The Camp Director also holds the right to request a face-to-face interview of certain staff members he may deem necessary. Whenever you are scheduled, this meeting takes priority above all other responsibilities. The Program Director will ensure your responsibilities are covered during your evaluation.

At the end of the summer, a similar process will be done. There will be an early worship service, followed by a self-evaluation form to be filled out. Instead of a voluntary sign-up sheet, there will be a list of appointments of when you are scheduled for your required exit interview. It is your responsibility to know when your exit interview is. All other responsibilities are secondary during this time.

Please do not leave camp without fully expressing your praises, observations and especially hardships. Not only do we want you to grow, Glacier View Ranch is committed to constantly improving the Spiritual, Social, and Operational aspects of camp. Your feedback is invaluable.

Although we know that plans change, please let us know if you are planning on coming back and if so, what job would interest you the following summer.

All evaluations are kept on file for future reference.

Expectations/Skills Verification

Staff are hired for each particular role at camp based on experience and skill sets that fit the respective job assignment (i.e. climbing director holds an SPI certification, lifeguards are Red Cross certified). Department directors will conduct evaluations and skills verifications during staff week and throughout the summer. The Camp Director will meet with each team, or in some cases individual, to verify skills and to set expectations and goals, offer guidance, and make recommendations to area leaders as to ways the team or individual could improve.

Clients/Parents

Relationships with Parents

First and foremost, it is imperative to understand, accept and support the fact that the parents of our campers are our clients. It is their needs for their children that dictate and shape the experience that we provide to our campers. That being said, camp is to a large extent, a world unto itself. We prize this trait because it gives us an opportunity to create an environment producing qualities a child may not discover in the “outside world.”

We must recognize that most often parents choose to send their child to camp, at least in part, because of those “other world” qualities, and we must therefore work to help parents ease into the world on the few occasions when they come to visit like registration and pick up. Parents are keenly interested in working with us to foster the growth of their child. Therefore, we need to be aware of how we can best communicate our activities to them.

First impressions are important. At GVR we try to avoid value judgments about appearance, but we need to be aware of how our appearance may affect communication with someone else. This is the foundation of our dress code.

Even though it seems reasonable to assume that when parents come to pick up their child or visit, they will seek you out if they want to talk with you, this is not always the case. Take the initiative to seek out the parents of campers and visit with them.

Be sensitive to the fact that each camper’s family situation is unique and complex. Confusion can be generated around a visit. Be prepared for the unexpected and use your best behavior (words, gestures, etc.) when interacting with parents.

When addressing parent’s questions or concerns, speak clearly and specifically about the things they asked about. Be descriptive. Avoid generalizations, and do not feel that you have to impress them with how well you know their child.

If you have a particularly serious concern about a child and wish to speak with the parent about the concern, ask the Girls Director, Boys Director, Executive Director, or Camp Director to be a part of that conference (they should have been aware of the concern prior to meeting with parents).

Above all, remember that your relationship with parents is and should be a collaborative one. Our campers are their children. They are our primary clients.

Employment

Equal Opportunity Employer

As a member of the Summer Camp Staff at Glacier View Ranch, you are an employee of the Rocky Mountain Conference of Seventh-day Adventists. While you will, most likely, spend the entirety of your employment at GVR, it is important to be aware that you are an employee of a larger organization with the central office based in Denver, Colorado.

The Rocky Mountain Conference of Seventh-day Adventists (“Conference”) is an organizational unit of the Seventh-day Adventist Church and a religious ministry. Because of the religious nature of our mission, the Conference hires Seventh-day Adventist church members in good standing based on religious preferences permitted by legal and constitutional provisions granted to religious institutions.

The Conference does not unlawfully discriminate against qualified applicants or employees on account of race, color, age, sex, national origin, ancestry, marital status, pregnancy, disability, or other protected categories under Colorado, Wyoming or New Mexico laws, regulations or local ordinances. The Conference prohibits any form of workplace harassment, misconduct or abuse.

Background Employment Inquiries

There are three background checks that are required for all employees of Glacier View Ranch Summer Camp:

1. Fingerprinting for a criminal record check with the FBI and CBI
2. Authorization to complete an investigation in the Colorado Confidential Child Abuse/Neglect Database
3. A background check authorized as a component of Verified Volunteers training

Once completed, background checks remain valid for a period of 3 years. Staff who return to GVR for employment at camp for consecutive summers will not need to submit for background checks again until the 4th year of employment from the time that the checks were first authorized.

Background check authorizations must happen within ten calendar days of the first day of employment and must be submitted in accordance with instructions that will be provided to each employee via e-mail as a part of the hiring process. **(Appendix 7.701.32 B, D)**
Reference to be updated as information is made available by the State of Colorado.

The information received from the State Department is only to serve as the basis for further investigation. The Executive Director may inform an applicant or employee that the report from the State Department was a factor in the director's decision with regard to the applicant or employee's employment. All information obtained in this report is protected by law and will remain confidential. **(Appendix 7.701.32 F, G) (Rev. eff. 01/01/2016)**
Reference to be updated as information is made available by the State of Colorado.

Criminal Record Check

Each applicant 18 years of age or older who resides at Glacier View Ranch is required to submit to the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI) a complete set of fingerprints taken by a qualified law enforcement agency to obtain a record of any criminal activity. Beginning in 2019, fingerprinting will be sourced through IdentoGO. Detailed instructions for fingerprinting will be provided to each employee via e-mail as a part of the on-boarding process. Payment of the fee for the criminal record check will be reimbursed by the employer provided the employee presents proper documentation of the purchase/receipts. In addition to completing the criminal record checks, each employee must sign a statement that affirmatively states that she/he has not been convicted of any charge or child abuse or neglect, unlawful sexual offense, or any felony. **(Appendix 7.701.33 A: 1: a, B) (Rev. eff. 01/01/2016)**

Volunteers working in excess of 14 days within a calendar year must, along with new employees, submit to a background check & fingerprinting with the CBI & FBI. Returning employees who have submitted to a criminal record check do not have to do it the following year until the 4th consecutive year of employment. **(7.701.33 D: 3) (Rev. eff. 01/01/16)**

Diversity

The Rocky Mountain Conference has made a commitment to strive towards the loving fellowship and unity in which Jesus Christ prayed for in *John 17*. This unity can only come about by embracing diversity within our churches and ministries.

Glacier View Ranch values diversity among staff and campers. Diversity refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, language, abilities/disabilities, socioeconomic status, geographic region, and more. These differences are welcome and strengthen Glacier View Ranch's summer camp ministries.

As we strive to be more like Christ it is important to respect and value all others as children of GOD regardless of differences among individuals. All staff members are encouraged to watch their speech and actions as not to intentionally offend fellow staff members and campers with different backgrounds and life experiences.

Employment at will

The RMC does not offer tenured or guaranteed employment. Either the Conference or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This employment at will relationship exists regardless of any other written statements or policies contained in this Handbook or any other Company documents or any verbal statement to the contrary.

The employee recognizes that his/her position constitutes an employment at-will relationship, and the employee may terminate his/her position at any time for any reason. The conference has the same rights as the employee for terminating the employment of the employee.

Terms of Employment

All employees are subject to the policies and requirements of the Rocky Mountain Conference of Seventh-day Adventists, Glacier View Ranch and the Glacier View Ranch Foundation Board. The Conference may terminate the employment agreement without cause and at any time. It is at the discretion of the Executive Director to provide prior notice of termination.

Employee and Staff Screening

All employees and staff are required to cooperate in a standard background screening process. HR conducts the screening of all employees; this includes:

- A signed voluntary disclosure statement attesting to the non-conviction of violent crimes or crimes against children.
- Signed authorization for GVR to conduct a comprehensive review of civil and criminal records and a check of the National Sex Offenders Public Registry.
- A minimum of three reference checks and verification of previous work (including volunteer) history.

Job Description

We use job descriptions to aid in hiring and training. They also help employees and supervisors communicate about job responsibilities. However, job descriptions are only guidelines and can change over time; additional duties may be assigned as well.

In addition, other duties may include service to GVR as a whole, rather than just to your department. Such duties might include work for service on a committee, participation at meetings, attending events, training sessions, assisting other departments, or general camp duties.

Personnel Records

Important events in your employment history with GVR will be recorded and kept in your personnel file. Performance reviews, changes of status records, commendations and corrective action warnings are examples of records maintained. These files are confidential. Employees who wish to see their files or make a copy of them may make a request to the Office Manager; such requests are subject to Executive Director approval. GVR is under no obligation to make these records available to the employee.

Exit Interviews

In most cases, when you leave GVR, you will have an exit interview with the Executive Director and/or Camp Director at a time that is mutually convenient. This process includes documentation of relevant information for your personnel file. The purpose of an exit interview is to share our feedback and gather information on your work experience. We appreciate your constructive feedback, as it will help to improve working conditions and work productivity at Glacier View Ranch. The exit process also includes the return of all keys, radios, any other GVR property, department inventory, and assurance from the Financial Department that no money is owed, and any other relevant matters.

Termination

Grounds for Termination of Employment

If, due to unexpected disaster, the camp closes during the time of employment, GVR is not financially obligated to the employee beyond the day he or she actually works.

Glacier View Ranch may terminate employees at any time for any reason. The legal term is that GVR employees serve “at will.” Termination is likely for employees whose actions injure or appear to injure the interests of the organization. Glacier View Ranch is not required by law to give any reason for termination.

If an employee’s work is not satisfactory, the employee’s supervisor will try to give the employee verbal or written notice of the problem or concern, a specified time for performance to improve, and some indication of how improvements will be measured.

Reasons for discipline and immediate discharge are listed below:

- Non-compliance or disregard of GVR policies and procedures, unless a reasonable explanation is offered and accepted by GVR.
- Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.
- Unsatisfactory performance.
- Harassing, threatening, intimidating, or coercing any staff member, camper or parent. This includes falsely accusing or reporting another person for harassment and accusing investigation to take place.
- Possession, distribution, sale, use, or being under the influence of alcoholic beverages, tobacco products, marijuana or illegal drugs while on duty or while on camp property.
- Use of any controlled substance as defined in Section 12-22-303(7) Colorado Revised Statutes or consumption of any alcoholic beverage or being under the influence of a controlled substance or alcoholic beverage.
- Been convicted of unlawful use of a controlled substance as specified in Section 18-18-404 Colorado Revised Statutes, unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance as specified in Section 18-18-405 Colorado Revised Statutes, or unlawful offenses relating to marijuana concentrate as specified in Section 18-18-406 Colorado Revised Statutes.
- Theft, unauthorized removal or possession of property from GVR, other staff members, or campers.

- Lying, intentionally misleading, or altering, falsifying, or destroying any GVR documents or records.
- Bringing dangerous property or unauthorized materials such as explosives, firearms, or other such items to GVR.
- Inappropriate conduct with a camper or minor.
- For a complete list, refer to Appendix 7.701.33 Section F

(7.701.33 F) (Rev. eff. 01/01/16)

20 minutes

Glacier View Ranch has adopted the recommendations of common sense to adhere to the “20 Minutes” policy. In the event that you are terminated for any number of reasons, you will be asked to pack your things and vacate the premises within 20 minutes. The Executive, Camp, or Village Director(s) will assist you with packing up and transportation off the premises.

Termination of agreement

A staff member’s employment may be terminated by the Executive Director for failure to perform adequately, improper attitude or conduct, and/or insubordination. In case of early departure or dismissal from camp, or should the camp season be shortened by fire, epidemic, accident, etc., the staff member’s reimbursement will be prorated.

If you leave our employment before the end of your previous agreed upon employment period, your salary will be based on the actual days of work completed, not the amount listed in your employment agreement. If you are dismissed early, and have no means of travel, Glacier View Ranch will pay for your travel arrangements and deduct the amount from your final paycheck.

Regarding Camp Salary & Pay

Gratuities/Tips

In some camps it is accepted practice for parents to press a small token of their appreciation into the willing hand of their child’s counselor/instructor on drop off/pick up day. This is not the practice at Glacier View Ranch. Parents who wish to express their appreciation for what Glacier View Ranch has meant to their children may make a contribution to the Glacier View Ranch Worthy Camper Fund. This fund makes GVR possible for children who otherwise could not afford it.

Your Salary and Final Paycheck

Your salary is the total amount listed on your employment contract. Taxes will be withheld from this total amount. Those dismissed early will receive their check in the mail at the address listed on your contract.

How often am I paid?

You will be paid via check or direct deposit (if you have arranged it with the Office Manager) at the end of your contracted date.

We do not offer cash advances. However, you can submit a special request to the office manager, during staff week, to have your summer pay split into two checks. Please be aware that the first check will not have taxes withdrawn, meaning that you will have taxes for both checks removed from your final check.

Payroll Deductions

Certain deductions will be taken from your paycheck(s) to comply with Federal Laws and State Laws. Deductions are summarized on the payroll check stub and may be made for the following:

- Federal and State Income Tax Withholdings
- Social Security and Medicare
- Other items designated by the employee (cash advances, purchases, etc.)

Other Benefits

Tuition Matching

Adventist institutions offer a program where they will match a portion of your salary and apply it to your tuition. Each college/university/high school has their own system. If you attend an Adventist school, please provide the contact information for the financial department of the school you plan to attend in the fall after camp to the office manager.

Education Training Assistance

First Aid & CPR training are provided to you at no added charge, during staff week.

GVR offers a Professional Development Support Program (PDSP) to all employees. This program offers reimbursement to employees for a portion of fees and tuition directly related to the attendance and satisfactory completion of job-related training that has been pre-approved by the Camp Director or Executive Director. Please contact the Youth Department for more information regarding the Professional Development Support Program to see if you qualify.

Standards of Conduct

Behavior

GVR exists in a very public setting, but especially in the summer. All GVR employees are expected to conduct themselves in a manner that expands and promotes Glacier View Ranch, or, at minimum, does no harm to the reputation of the organization. GVR is a leadership training organization and a significant attribute of leadership is role modeling. GVR Employees are role models at all times, especially when in uniform.

Tobacco, Alcohol, Drug & Firearm Policy

Any use of alcohol or tobacco or marijuana or misuse of prescription drugs, possession of illegal drugs or of controlled substances without a prescription is strictly prohibited. Violations of this policy may lead to discipline and possible discharge.

Glacier View Ranch's policy prohibiting smoking, drinking alcohol, and the use of illegal drugs springs from our desire to demonstrate an alternative to the social context most of us live in the rest of the year. It also stems from a desire to model a lifestyle, which does not require the use of chemical stimulants in order to have fun. Further, we hope that through example and discussion we can help campers understand the effects these substances have on our bodies.

Lastly, Glacier View Ranch firmly believes that our bodies are the spiritual temples of the Holy Spirit and we don't want to alter our thinking or the effectiveness of our bodies by consuming mind-altering substances. The following are adjuncts to the GVR tobacco, alcohol and drugs policy.

- Use or possession of tobacco or marijuana while on duty may result in termination of employment.
- Being under the influence of alcohol or illegal drugs while on duty will affect your ability to perform your job and can result in termination even if the substance was used on free time.
- Possession or sale of alcohol or illegal or non-prescribed drugs while on GVR property at any time can result in termination.
- All staff is expected to report to their supervisor any use, possession, or sale of alcohol, tobacco, or illegal drugs by campers, or by fellow staff members while on camp property (or who return to work under the influence).
- No Staff member should encourage or promote the use of alcohol, tobacco, marijuana or other illegal drugs to campers or other staff during their employment or while representing GVR.
- Firearms are prohibited at Glacier View Ranch at all times under any circumstances.

Anti-Harassment

The RMC values the dignity of all human beings as children of God and recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this environment through educating employees that harassment violates the law and will not be tolerated by the Conference. The RMC also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.

At GVR, we seek to create an environment in which community members can express themselves without fear of violence, oppression, intimidation, or abuse. Members of our community are called upon to foster respectful and ethical standards of behavior. Further, they are called upon to be responsible in their actions toward one another and to teach this responsibility to campers.

What is Harassment?

Harassment is characterized as any words or actions that have the effect of oppressing or conveying hatred, contempt, or ridicule based upon such characteristics as race, color, religion, sex, gender, sexual orientation, age, national origin or disability. The effort of such words or actions is to degrade, humiliate or deny another person the full and free exercise of their rights and privileges. It includes creating a hostile work environment.

Sexual Harassment

Sexual harassment is reprehensible and will not be tolerated by the RMC. It subverts the mission of the conference and threatens the careers, educational experience, and well-being of staff and employees. Relationships involving sexual harassment or discrimination have no place within the conference. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to the organization, employees, and the community as a whole. When through fear of reprisal, an employee submits, or is pressured to submit, to inappropriate sexual attention, the conference's ability to carry out its mission is undermined.

Sexual harassment is especially serious when it threatens relationships between teacher and student, or supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty, or supervisor's position. Through grades, wage increases, promotion, and the like, a person in a position of power can have a decisive influence on the future of the student, faculty, or staff member.

While sexual harassment most often takes place in situations of a power differential between the persons involved, the conference also recognizes that sexual harassment may occur between peers. The conference will not tolerate behavior between or among members of the conference community, which creates an unacceptable educational, working, camping, or clinical environment.

Prohibited Acts—

No member of the organization shall engage in sexual harassment. For the purposes of this policy, sexual harassment is defined as inappropriate sexual advances, such as requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. Harassment is considered to have occurred if:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;
- Submission to or rejection of such conduct by an individual is used as a basis for an educational, employment or clinical decisions affecting an individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic, work or clinical performance, or of creating an intimidating, hostile, or offensive environment for learning or work;
- There are inappropriate or unwanted sexual approaches.

Examples of Sexual Harassment—

Sexual harassment encompasses any sexual attention that is unwanted or inappropriate. Examples of the verbal, visual, or physical conduct prohibited above include, but are not limited to:

- Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant's or employee's giving in to or rejecting sexual advances will have an effect on that person's employment or terms of employment.
- Unwelcomed sexual flirtation or propositions.
- Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.)
- Displays of sexually suggestive pictures, drawings, cartoons, or objects.
- Threats or demands for sexual favors.
- Unwelcome or derogatory statements related to gender, race, color, national origin, age, or disability (for example, kidding, teasing, degrading jokes or offensive comments, or tricks).
- Demeaning or degrading comments about an individual's appearance.
- Denying an employee the opportunity to participate in training or education on account of gender, race, color, national origin, age, or disability.
- Limiting opportunities for promotion, transfer, or advancement on account of gender, race, color, national origin, age, or disability.
- Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

Any employee who experiences conduct of this sort, or who believes that his/her work environment has become a hostile or offensive environment, should immediately bring the matter to the attention of his/her supervisor, Camp Director and the Executive Director. An employee's concerns will be investigated promptly, and the employee will not suffer retaliation for reporting them.

Harassment on Account of Age, Race, Ethnicity or Disability

Harassment on account of age, race, ethnicity, or disability includes, but is not limited to, the following:

- Subjecting employees to derogatory remarks, insults, slurs, jokes, or tricks based on age, race, ethnicity or disability;
- Denying employees opportunities to participate in training or education on account of their age, race, ethnicity or disability;
- Limiting opportunities for promotion, transfer or advancement on account of age, race, ethnicity or disability;
- Requiring employees to perform physically more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, RMC shall endeavor to take the following actions:

- Each employee shall receive a copy of this harassment policy and complaint procedure;
- Each employee shall acknowledge receipt of this policy and complaint procedure, which will be maintained in the employee's personnel file;

- RMC has designated that complaints of harassment on account of age, race, ethnicity, gender or disability can be made to human resources, in addition to an employee's department director;
- Employees who file harassment complaints will not be subjected to retaliation by supervisors or co-workers.

Reporting Harassment

RMC will not tolerate harassment in any form on account of gender, age, race, ethnicity or disability. Employees who believe that they have been harassed by supervisors, co-workers, clients or non-employees should immediately take the following steps:

1. Make it clear that such conduct is offensive and should be stopped immediately.
2. Report the incident to the immediate supervisor and/or to human resources. The initial report shall be followed by a written statement describing the incident and identifying potential witnesses.

Employees who are aware of incidents of potential workplace harassment toward others on account of their gender, age, race, ethnicity or disability are to report such incidents to their department supervisor and/or human resources for investigation.

Complaints of harassment on the basis of gender, age, race, ethnicity or disability shall be investigated promptly. The investigation shall be a genuine attempt to identify and remedy the problem. Human resources shall direct the investigation of all harassment complaints to the Harassment Review Committee, which is an ad hoc committee of the Administrative Committee. Adventist Risk Management will also be informed of an incident under investigation for insurance purposes. The investigation should include, at a minimum, confidential interviews with all involved persons and obtaining, whenever possible, written statements regarding the incident(s). The investigation and results shall be documented in writing.

The determination of whether or not a particular action constitutes harassment shall be made from the facts on a case-by-case basis. In determining whether alleged conduct constitutes harassment on the basis of gender, age, race, ethnicity or disability, RMC shall look at the record as a whole and the totality of the circumstances, including the nature of the conduct and the context in which it occurred. Administration shall review the results of the investigation with the complainant and accused employee and explain any corrective action to be taken. Individuals involved should be cautioned to maintain the investigation and results in confidence.

Corrective Action

If the investigation indicates that harassment on account of gender, age, race, ethnicity, or disability has not occurred, the complainant and accused employee should be notified of the results with copies of the determination placed in each employee's file and cautioned regarding future compliance with RMC harassment policy.

If the investigation indicates that harassment has occurred, RMC shall take prompt corrective action. Depending on the severity of the conduct, the corrective action may range from a written warning, which will be placed in the employee's personnel file, to immediate dismissal.

If preliminary investigation of the complaint reveals sufficient cause for further investigation, either or both the complainant and accused party/ies may be placed on administrative leave with or without pay, until the matter can be fully investigated. RMC prohibits supervisors and co-workers from retaliating, intimidating, or harassing employees who may make a complaint of harassment on the basis of gender, age, race, ethnicity, or disability.

For additional information on Harassment see NAD Working Policy **E 84**

Employee Safety and Health

At Glacier View Ranch we want to provide safe working conditions for all our employees. We observe the safety laws of the government within whose jurisdiction we operate. No one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility, and all employees are expected to do everything reasonable and necessary to keep GVR a safe place to work. If you have a safety concern, talk with your supervisor. If it is a GVR wide issue, you and your supervisor should contact the Administrative Team.

Employee Illness & Injury

No matter how insignificant an on-the-job injury may seem when it occurs, notify your supervisor or someone on the leadership team. Forms required for the reporting of work-related injuries are available from camp medical staff or leadership team. All injuries should be reported to your Supervisor, Camp Nurse and Executive Director and the proper forms must be filled out within 24 hours.

While employed by GVR, please consult a Camp Nurse or sensible health person before seeking outside medical attention. If you are unable to do this before treatment, please check in with a health team member soon after your hospital or doctor's visit.

Workers Compensation Insurance

All current employees are eligible for and covered by Worker's Compensation Insurance as provided by Glacier View Ranch. This insurance may provide coverage in the case of a work-related injury. Employees injured on the job are required to immediately inform their supervisor, complete an incident/accident report, and to notify the Camp Director within 24 hours of the occurrence. Failure to file such a report may place a subsequent workers compensation claim in jeopardy. The Camp Director will assist employees with information and proper procedures, including information as to approved medical providers for initial treatment in case of injury.

Healthcare

Healthcare at Glacier View Ranch is in keeping with our Camp's philosophy of living simply and with concern for our bodies. Staying healthy by eating correctly, maintaining cleanliness, getting enough rest and exercise, and paying attention to our emotional and physical selves is very important. A camp counselor has the double responsibility of looking after his/her own well-being and must pay attention to their campers' health needs. This may include teaching them to change clothes, brush teeth, eat properly, and other personal hygiene skills.

Nurses and/or "sensible health persons" are available to help with these tasks; they will talk over concerns with you and answer questions. They will also be available when campers or staff members are ill or injured. They will determine treatment and decide whether the person needs to be seen by a doctor at a nearby clinic.

Counselors should report to the nurse if they know of or suspect an illness or injury in himself or herself or a camper. This must be done in as timely a manner as possible. Camp's medical building is available for campers or staff who may need close health-related supervision.

Electronic Communication Policy

The Internet and social networking sites have changed the way we communicate with each other and campers. As a youth development organization, we are choosing to promote Internet ethics and behaviors that reflect the same GVR values and practice we adhere to at camp. We want campers and staff to understand appropriate Internet communication and inherent risks to themselves and/or others. We have identified two "non-negotiable" rules and a list of GVR recommended guidelines for staff conducting electronic communication with youth under the age of 18.

The following electronic communication rules apply for all GVR staff and must be followed for legal and safety reasons before, during, and after camp.

1. Staff may not post photos of campers on personal or public websites. The GVR website is the only official site permitted for the post of these photos.
2. Staff and campers may not use the Glacier View Ranch name or logo on their personal websites or social networking sites.

As GVR staff, you need to use caution with two primary Internet issues:

1. Electronic communication with campers or former campers (who are under the age of 18) via e-mail and social networking sites,
2. The management of your personal social networking sites/profiles in relationship to campers and GVR.

Electronic communication with campers under the age of 18 should be taken seriously and treated with care. Social networks are a venue where adults are communicating regularly with children in a setting with no outside regulation or parental involvement. At camp we have extensive rules and guidelines for appropriate conversations with children, and we have supervisors you can go to when you are confused or need guidance responding to a child.

Adults must role model appropriate behavior and set the same boundaries that they do in person with children, in order to keep everyone safe. The intent of guidelines is not to prohibit or limit contact with minors. Guidelines are instituted to provide a framework for positive communication. Therefore, we recommend that the following guidelines be used when the decision is made to communicate with campers under the age of 18 over the Internet:

- Staff should not initiate email communication with campers or initiate the posting of messages or comments on the profiles of campers on social networking sites such as Facebook, Twitter, Instagram or personal web pages. We strongly discourage the practice of “Friending” campers under the age of 18.
- If a camper initiates the communication, we recommend using your e-mail account when communicating with the camper rather than posting messages onto social networking sites. It allows you to carbon copy (“cc”) the e-mail to your Camp Director or the camper’s parent. We encourage you to copy another adult on the email when possible or when you have any concerns about the nature of the communication. Please inform the camper if you are going to “cc” another adult so they are aware.
- Your communication with campers should be responsible, camper-centered (support their interests, do not focus on yours), and limited. Be aware that your words can have a great influence on a young person, and you need to continue to maintain the staff boundaries we establish in a camp setting.
- All communication should be written with the parent in mind: if the parent were reading this email, would they approve?
- Staff should alert the Camp Director and Executive Director immediately if they become aware of inappropriate electronic communication, or cyber bullying, threats, etc.
- Remember that all electronic communication can become public communication at any time.

Photography

To protect campers and staff from unwanted attention, there are some guidelines that we ask all staff to follow. If you intend to take pictures throughout the summer, we ask that you get permission from the Executive Director or the Camp Director and sign a release form that gives GVR all rights to the photos. Posting photos of campers on the Internet is strictly prohibited. This is necessary to give protection to our campers as well as to prevent any potential misuse of photos.

All photos taken of GVR campers and programs are legally the property of GVR. We appreciate good photos of camp activities and welcome copies of any good photos you take.

Child Abuse

Mandated Reporting of Illegal Abuse

The abuse of children is defined as the implied or actual threat to the physical or emotional safety of a minor under the age of 18 years. GVR expressly forbids any illegal contact between employees and campers.

Employees of GVR are Mandated Reporters under Colorado State Law. Because our business is to take care of children, very specific actions are required of staff members who come to suspect a child may be in an abusive situation. All employees who are directly or indirectly responsible for children are required to understand their responsibilities and to very carefully adhere to the law. Copies of the Mandated Reporting Statute are available at the Main Office. Training regarding how to comply with the legal and ethical requirements is available annually as part of the summer training cycle. Employees who feel a need for additional training are encouraged to speak with the Camp Director or Executive Director. No employee will be retaliated against for reporting any behavior under the Mandating Reporting Statute.

Glacier View Ranch operates strictly within the guidelines outlined by the Department of Human Services – **Social Service Rules (7.701.32)**

Confidentiality

Employees who handle confidential information are expected to keep that information in confidence; do not share information with others unless necessary and only if the individual is authorized to receive such information. Examples of this include, but are not limited to camper information, medical information, employee management, an inquiry that might result in disciplinary action, and donor information. Any questions should be referred to the Executive Director and/or Camp Director.

Children at Work

While GVR strives to create a family-friendly environment, employees with children should generally not bring their children to work with them, even if the employees live and work on-site. If children are on site (because they live on site or for a brief visit), their parents are directly responsible for their safety at all times. Employees' children are not permitted to assist or accompany their parents during GVR working hours. Visits during the day should be during off duty times and must occur only in "child friendly" environments.

All children on campus during the months of June, July, and August shall either be attending GVR sponsored child care, participating as an enrolled camper in the program, or in the direct care of a non-working parent while on campus.

Pets at Work

Cats, dogs, and other domestic, personal pets may not be brought onto Glacier View Ranch property without written permission from the Camp Manager and Executive Director. Furthermore, all pets brought onto campus for the summer must be in accordance with the pet policy. Even if granted, the right to have a pet on the property may be revoked at any time.

Operational Procedures

Housekeeping

The housekeeping team plays an integral role at GVR by supporting the camp program in keeping the camp facilities and your clothing clean! Housekeeping is not a maid service. We will work together as a team to ensure ALL of camp stays clean and healthy!

What housekeeping will do for you

- Restock toilet paper and empty garbage/recycling as needed
- Check public bathrooms every day and clean/disinfect as needed
- Randomly inspect all facilities during the week, including Lodge and cabins.

Your chores

- Clean bathrooms weekly
- Vacuum at least once a week
- Keep hallway clear of equipment and personal belongings.
- Report damage of door, heating, water, plumbing, beds, furniture, etc. to Housekeeping and/or Maintenance
- Keep your rooms clean, do not allow them to become gross
- Weekly inspections of staff rooms are performed every Friday.

Laundry Service

Laundry service is provided for all staff members once a week. This service includes 1 load of laundry per staff member. The Laundry Service will post a schedule for regular laundry service. In 2021, all staff should expect to contribute to laundry duty as a work assignment.

*Laundry will not be done on Saturday.

What to expect

A sticky notepad will be available in the laundry room to write special instructions for:

- Washing temperature: warm or cold
- Drying temperature: hot, warm or cool.

Laundry will then be folded and returned to your labeled bag/basket.

What NOT to expect

- Special instructions: We will not line dry items for you, if you have items requiring special instructions you may want to wash them yourself in the sink and line dry in your room.
- Personal laundry detergent: We will not use your laundry products. Glacier View Ranch will provide all laundry supplies.
- Personal use of machines: Non-housekeeping staff members are not allowed to use the laundry facilities in the lodge without express permission granted by the Housekeeping Director.

Label clothes

Be sure **every item is labeled** with matching labeling on laundry basket/bag. Glacier View Ranch will not be held responsible for lost or misplaced items. Please do your part to help our Housekeeping Team keep track of everyone's belongings.

Laundry bag/hamper

To ensure that everyone gets his or her appropriate items back, be sure to label your laundry basket/bag clearly. Always transport your laundry in your basket/bag. Do not just dump your dirty clothes in a pile for the laundry people to deal with.

Plastic bags, grocery bags, trash bags, are not acceptable as a laundry bag. If you do not bring a laundry bag sufficient for the housekeeping staff, you will be directed to purchase a hamper from the camp store for \$10. You may also receive a wet sock slap from the housekeeping director.

Sunday Cleaning

- Pick up all trash and any personal items left behind: check under/around beds, in drawers, in bathroom and shower.
- Verify which campers will need laundry done.
- Be sure your own personal items are out of bathhouse showers so they can be cleaned and disinfected.
- Note for counselors: Be careful not to let your campers "give up" on keeping the cabin clean once daily inspections have ended. You will be responsible for cleaning the cabin once they are gone.
- These chores must be taken care of as soon as possible in order to get the camp prepared for the next group of campers.

Linens

Glacier View Ranch does not provide linens. However, we do have linens in case of emergency. Keep an eye out for camper linens that may become soiled with blood or other bodily fluids. Take soiled linens immediately to the laundry room. This should be done as early as possible and replaced as quickly as possible to keep the camper's privacy. If you deliver linens to be laundered it is **your responsibility** to see that they are returned.

Maintenance

The Maintenance Director maintains all of Glacier View Ranch's grounds, buildings, and vehicles. If there are any issues, please fill out a work order in the summer camp office.

Access and Use of Facilities, Goods, and Properties

Employees are asked to use and care for GVR facilities, goods and property in a responsible and sustainable manner; reporting any damages to the appropriate department head. Employees may not use GVR property for illegal purposes, to solicit for personal business, or in violation of GVR policy. Generally, the access and use of GVR property is limited to work-related use only.

Facilities

All staff are responsible for care of the camp's buildings and equipment. Camp vehicles and camp animals are not available for personal use. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited.

Fuel

Gasoline supply at camp is for camp use only. Gasoline for personal use should be purchased in town. Camp has gasoline available for emergency situations only for \$5 per gallon.

Tools

We have a wide array of tools to fit almost every need. These tools are vital to camp's operations. Please receive permission from the Maintenance Director before removing tools from the maintenance shop. Please return tools to the shop upon completing your project.

Fires

Campfires are permitted only with permission from the Camp Director unless it has been preapproved for programming needs. Campfires must be in pre-established fire areas, have a fire extinguishing substance present and be completely extinguished when activity is finished (dowsed completely with no smoke.) Please note, it is a regular occurrence for GVR to be placed under a complete fire-ban by the end of June. Fines for illegal fires will be the responsibility of the party who started the fire and can be upwards of \$10,000.

All fire equipment and firefighting apparatus are to be used only in case of a fire.

Maintenance Reports

If you are experiencing maintenance issues in your cabin, lodging, activity area, etc. please fill out a maintenance form, found in the summer camp office. All maintenance requests are processed in the order received. If you are experiencing a maintenance emergency, contact the Camp Ranger via radio immediately. Or, fill out a form and reap the ridicule.

Transportation

Glacier View Ranch Vehicles

GVR vehicles are to be driven by authorized drivers only. Specific employees are authorized to drive GVR vehicles. In order to be an authorized driver, you must:

- Be a minimum of 18 years of age
- Meet standards set by our insurance company
- Complete the Driving Form and Driver Agreement
- Complete both the GVR driving class (in accordance with CDHS OEC Rules and Regulations 12 CCR 2509-8 7.711 .35) and driving test during staff week, and
- Be listed by our insurance company as an authorized driver

Campers may not drive GVR vehicles at any time.

If you are an authorized driver, it is your responsibility to be sure that all persons in the vehicle have their seat belt fastened. The vehicle should not move unless this is the case. The choice of music played with campers' present should be well thought out; quality conversation as an alternative is encouraged.

Prior to Driving Vehicles Offsite

Before you head out on the open road or hop on one of Glacier View Ranch's vehicles, meet with the Maintenance Director to discuss any issues a vehicle may have.

Perform all necessary safety checks and notify the Maintenance Director if you have any issues before you leave. If you begin to experience a change in the driving quality of the vehicle or break down, call the summer camp office and ask them to put you in contact with the Maintenance Director.

Whenever transporting campers, ensure that there are at least two supervisors on board, all campers have their seatbelts appropriately fastened, and campers are aware of the guidelines.

Glacier View Ranch Onsite Vehicles

We have been blessed to have several onsite vehicles at our disposal to aid in camp activities, operations, and programming. With this blessing comes a lot of responsibility. These vehicles are for professional use only and are not to be treated as your personal vehicle.

The camp has a limited number of vehicles. They are to be used for official use only and are not for giving rides. If the individual driving is an authorized driver and offers a ride, you may accept... or you could tell them, "God gave me two feet and to not use them would mean that I don't deserve them, but thanks anyway."

The following list of vehicles describes their specific use:

Handy Wagon — Camp Staff as authorized by Leadership Team
Black & Red Golf Cart —Year-round staff/ Housekeeping staff
Black Jeep Cherokee —Year-round staff / Medical staff
Grey Jeep Cherokee—Year-round staff / Rock Climbing staff
White Jeep Cherokee—Year-round staff / Programming staff
Green John Deere UTV—Maintenance staff
White Ford Pickup—Maintenance staff
Chevrolet 1500 — Year-round staff
Chevrolet 2500 — Year-round staff

Children’s RZR’s

We have some RZR UTV’s that are built to be driven in sandy roads or medium terrain for long periods of time. They are not designed for difficult terrain or steep inclines and should be operated on approved trails only. Staff members who are assisting campers in driving the vehicles should be aware that combined passenger weight cannot exceed 300lbs. The RZR’s are not to be used for personal transportation or outside of the track designated by the Program Director. They are not to be used on trails that are not approved. If you have not been given specific permission from the Program Director, you are not authorized to drive them.

Water Usage

Water at Glacier View Ranch is often a concern. Especially if the winter prior to camp was low in precipitation as the water table shrinks and makes water consumption a concern. All staff should be conscious of their water usage and keep it limited. Please keep shower times to a reasonable length (2 – 5 minutes). Make sure showers and water faucets are not left running. If you notice a toilet that is continually running, please notify the Maintenance Director as soon as possible.

There have been summers at GVR where water rationing has occurred. If the water depletes to a level requiring rationing, please respect the rules (limits on showers, etc.) for the benefit of the summer program.

Noise Curfew

Please be conscious of fellow staff members that may have a different schedule than you. The culinary staff must get up very early and therefore often have an early bedtime. Many of the ranch staff also run a very different schedule than the majority of the summer camp staff. For this reason, the lodge and areas around the year-round houses has a strict noise curfew after 10pm. Please be respectful of other staff-member’s needs.

Food Service

Meal Time Procedures

The following process will be followed for all meals during summer camp:

note, COVID-19 regulations may supersede the following

- All programming staff that have an event to attend immediately following a meal will be allowed to go through line first, but only after everyone is sitting in the cafeteria and prayer has been said.
- It is the responsibility of the counselors to maintain order and quiet during meal times. All counselors are expected to sit at the table with their campers.
- Since the campers are away from home, they need help on making good food choices. As staff we must help them eat well, make smart choices, avoid potential allergy inducing foods and reduce waste. It is important that we do whatever we can do to help protect and save our environment.
- Each cabin must wash their own table. Cabins will take turns cleaning the dining room based on a rotation determined by the Boys/Girls Director
- Staff members have been provided the Lodge Kitchen as a place to store and prepare food. Please respect the kitchen policy that NO food is to leave the cafeteria. Exceptions will be made for sick trays only.

Pitchers Provided

Pitchers of cold drinking water will be provided at every table for every meal. Please have your campers drink water before juice. It is a dry climate and the kids are not used to this much rigorous activity. Heat stroke and dehydration are a real threat. Push water.

Kitchen

The kitchen is off-limits to everyone except kitchen staff during meals. No, there isn't an angel with a flaming sword claiming, "You shall not pass!" However, anybody that isn't working, is taking up space and will be given the admonition, "Fly you fools!"

If you have been asked to work in the kitchen, please arrive in appropriate attire (closed toed shoes) and ready to work. Ask as many questions as necessary instead of standing around like a prairie dog. They need your help, not your supervision.

Cafeteria Staff

The cafeteria staffs are awesome. Often one of the most thankless jobs at camp, they are the sustainers of the camp program. Without them, we would surely perish or eat horse poop all day long. Please thank the cafeteria staff often for what they are doing.

Counselor & Camper Responsibilities

- Wipe tables, sweep, and pick-up trash
- Pick up trash and food scraps underneath the tables
- Deposit all trash into waste bin

Summer Camp Office

Located at the center of the camp program, the Summer Camp Office is the heartbeat of camp and a professional working environment. While an appealing place to hang out with friends, the office is an office and needs to be treated as such. Please be respectful of people on the phone or working. This is not a hangout area. While we enjoy you stopping by, please do not distract others from their work.

Mailing

You can give us letters and packages for outgoing mail. While you can purchase stamps from the office, our supply is limited. If you are planning on doing a lot of mailing, you may want to bring your own supply of stamps.

We are not set up for postage for packages. Postage can be purchased from Fedex.com, UPS.com or Stamps.com to name a few. If you need to print postage, we can also do this but please be respectful of the office manager and come at a time that they are not occupied with regular work.

Computers

The computers in the office are for office use only. Personal computers need to stay in your area of residence unless being used.

Telephone

The telephones in the office are for official use only. If you need to make a phone call for any reason, please request permission from the office manager before using the phones. If you are needing to make a personal phone call, you will need to get special permission from office manager to do this outside of office hours.

Copier

The copier is not for personal use. We do not charge for printing a couple sheets of paper. However, if you need to do a substantial amount of printing for matters not involving camp, you will need to request special permission from the office manager, clearly outlining the scope of your request.

Camp Store

The camp store generates revenue that helps to pay for equipment at camp and lower the tuition cost for campers. It is a valuable asset to camp. The slide in the pool area was paid for by the camp store.

The camp store has some cool stuff in it. Buy some GVR stuff and sport it!

Also, if you bring campers in to the store and then sit outside, not supervising your campers, you will be thrown in the lake along with your sleeping bag. Also, you may be held financially responsible for damaged or stolen goods inflicted on the store as a result of your lack of competence.

Counselors please be aware of the amount of money that your campers have in the camp store. Ask the store manager to look up how much money they may have and keep a log. Also, encourage your campers to check how much funding they may have left. Lastly, be aware of when your last day at the store will be. We don't want kids to lose their money without having had the option of buying something special. All money deposited in the store is non-refundable for the campers.

Medical

Injury at Camp

In the event that you are injured at camp, please see the Camp Nurse. You may not be okay, "just walking it off for an hour." You cannot diagnose yourself. We pay for a nurse. Use them! It's free...to you. Please let the medical staff know if you are feeling discomfort that is not normal. Workman's Comp insurance will cover the cost of treating injuries that occur as a part of your duties as an employee of Glacier View Ranch summer camp. Please note that there is no insurance coverage for injuries sustained on time off. Limited illness insurance is available upon request.

Transportation to an Urgent Care Clinic

Do not transport yourself unless specifically directed by the camp nurse and Camp Director. If we indicate to you that you will need to go to an urgent care clinic, please don't argue.

Campers

Do not drop-off campers at the nurse's station and then disappear. Please take campers to the nurse to be evaluated and stick around to assist as necessary. If Medical Staff indicate to you that the camper will need to stay, you can drop them off and go about your duties. Please remember, it is up to the discretion of the Camp Nurse and Camp Director to make the final call on issues related to camper health.

Incident reports must be filled out within 24 hours of reporting an injury to the Medical Station. A copy of the document(s) must be given to the office manager within 24 hours. They may ask you for additional information.

Medication Distribution

Summer Camp Nurses distribute medication to campers at the appropriate times. You are not allowed to have any type of medication in the cabins (not even Tylenol or alcohol swabs). This includes camper and staff medication. The one exception is that campers may carry an inhaler if their legal guardians have been given written permission. If you are not a counselor and have meds that are in your care, please let the nurse know and keep them in a safe place.

Calling 911

In the event of an emergency, please immediately notify the appropriate staff by radio. Do not call 911. We have advanced medical personnel on-site. They will have a much quicker response time than EMS. It is at the discretion of the Camp Nurse and Camp Director to decide whether advanced life support is necessary.

First Aid Kits

Activity directors will be given First Aid kits at the beginning of the season. Do not lose them. If you use them, bring them to the nurse's station to be replenished. Return them at the end of the season.

Employee Safety and Health

At Glacier View Ranch we want to provide safe working conditions for all our employees. We observe the safety laws of the governments within whose jurisdiction we operate. No one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility, and all employees are expected to do everything reasonable and necessary to ensure that GVR a safe place to work. If you have a safety concern, talk with your supervisor. If it is an issue impacting the entire camp, you and your supervisor should contact the Administrative Team.

Emergencies

Our Emergency Action Plan (EAP) is reviewed and distributed on an annual basis. You will be responsible for reading and understanding our emergency response protocols.

Employee Illness & Injury

No matter how insignificant an on-the-job injury may seem when it occurs, notify your supervisor or someone in the Administrative Team. Forms required for the reporting of work-related injuries are available from camp Medical Staff or Summer Camp Office. All injuries should be reported to your supervisor, the Camp Nurse and the Camp Director. All proper forms must be filled out within 24 hours. COVID-19 Illness policies will be outlined in separate documentation.

While employed by GVR, please consult the Camp Nurse or a sensible health professional before seeking outside medical attention. If you are unable to consult a member of the Camp Administrative Team before seeking treatment, please check-in with a Camp Nurse soon after your hospital or doctors visit.

Medical Forms

All staff must return a completed physical examination and health history form to the office. This is required annually. Staff must also have on record a list of emergency contacts and a signed liability release form.

Medical/Hospital Insurance

Glacier View Ranch does not provide health insurance for staff. You are responsible for any medical expenses you incur while at camp, excepting work-related injuries. We strongly advise that staff have their own personal health insurance coverage.

Our Environment

Water

Giardia Lamblia is carried by humans as well as some domestic and wild-animals and may contaminate lakes and streams. Only drink tap, bottled, or filtered water.

Bears

Bears are present on Glacier View Ranch property. They are black bears, not grizzlies. Never approach any bear regardless of its size. If the bear does not notice you, immediately remove yourself from the vicinity. Staff are to direct campers and should protect campers at all times. Do not investigate the scene, try to get closer to the bear, or call your friends and the campers to come and look at the bear. While a beautiful creature and one of God's creations, bears are dangerous. Furthermore, viewing the wildlife at Glacier View Ranch is different than at the zoo. If you encounter a bear that has noticed you and your group, and is venturing in your direction, act immediately! Throw objects at it from a safe distance. Yell, clap hands and bang pots, if available, together. If there is more than one person, stand together to present a more intimidating figure, but do not surround the bear. Use caution if you see cubs, as the mother may act aggressively to defend them. The bears will hurt you. If it attacks, **DO NOT PLAY DEAD**, it will eat you. Fight back by poking the bear's eyes, screaming & yelling. **Report all sightings** to summer camp office immediately.

- Bear Spray
 - Each activity director will have bear spray at his/her activity location
 - Additional bear spray will be available to check out from the summer camp office for various camp programming, cabin needs, and hikes/excursions
- Precautions
 - Food is not allowed in or around summer camp cabins
 - Outdoor meals will be held at the discretion of camp leadership. If it is not an approved outdoor meal, do not eat outside
 - We will follow a strict leave no trace policy. Food, crumbs, wrappers, etc. should not be left anywhere on camp property and should be placed in designated bear-proof waste receptacles. If you see food or trash laying around, pick it up and throw it away.

Mountain Lions

While mountain lions are a rare sighting, they are present around Glacier View Ranch.

Please follow these precautions:

- Keep campers close to you. Do not allow them to run ahead or lag behind on the trail.
- Hiking or jogging alone is not recommended.
- If you encounter a lion, shout and wave your arms or hold your coat open. Your objective is to make yourself look as large and threatening as possible.
- Maintain eye contact with the lion and do not crouch down.
- Throw sticks and stones you can reach without bending down. NEVER RUN.
- Pick up small children to keep them from panicking and running. If the lion attacks, resist. **Fight for your life, because you are.**
- **Report all lion sightings** to the summer camp office immediately.

Moose

A moose is basically a cow with longer legs. They are heavy, not very intelligent, and can be **extremely dangerous**. They are a common sighting every summer in and around our lake. While not very territorial, a moose can react erratically if it feels cornered or endangered. Unlike a predatory animal, moose do not have predatory instincts. Moose can run 30mph at full steam. If you are charged by a moose, run as fast as possible to solid cover like a tree or big boulder and just get out of their way. Maintain a 100yd distance from the animal(s) at all times, including in a canoe. They run very quickly even in waste deep water.

Biting Insects & Stings

Most insect's bites and stings are not life threatening. However, some people are extremely allergic to bee stings. Always be sure that all campers and staff with such allergies carry medication with him/her at all times. Notify Medical personnel immediately if a sting occurs and use medication according to instructions. Camper's will be provided with a parent/guardian approval form for the use and application of topical bug spray. This form will be in the camper's file.

Scorpions

The scorpions in this area do not have potent venom, but they do sting. Since scorpions hide under rocks, warn campers about turning over rocks. Bring any camper who has been stung to the medical staff immediately.

Snakes

Snakes are an uncommon occurrence at such a high elevation. Although rare, it is not impossible to come across one on the camp property or during an outpost event. Venomous snakes do live in Colorado and are a quick way to get a lot of attention. Warn campers about turning over rocks and woody debris. Notify medical staff immediately of any snakebite. Do not kill or mess with any wild snake without permission from the Camp Director.

Bats

While bats will generally avoid humans, caution is advised where possible contact is made. Report any contact to medical staff immediately. This would include a scratch, bite, nip or feces. A 0.5% of bats are infected with the rabies virus and many can carry Hantavirus.

Leeches

A common occurrence in our lake, these are natural parasites. Even though these things may suck your blood, they are natural, and you should feel honored that they chose you.

The Sun

The sun is very powerful at 8,700 feet elevation. Please remember to wear sunscreen. While campers must have a parent or guardian approved sunscreen before application occurs, application is a must! Whether an activity leader or a counselor, please ensure that campers are wearing sunscreen at all times. Sunscreen application permission forms will be present in each camper's file.

Activities, Activity Areas & Procedures

Our activities are a vital part of our programming. While they may not be overtly spiritual, it is an equally spiritually valuable time. Relationships are formed during this time; there is the opportunity for unstructured communication, and the possibility for the practice of spirituality to be modeled outside of spiritual programming.

Our activities are also one of our biggest safety hurdles. There are many different activities going on in various places across camp. For this reason, we have developed systems to help us keep our program safe.

Horses

The management of the horse corral is under the direction of the Equestrian Director. All use of horses, tack, extracurricular activities, including but not limited to Sabbath rides, staff rides, or riding off the property, must be cleared by the Head Wrangler & Camp Director.

Equestrian Staff

The Equestrian Director is responsible to train and supervise the rest of the riding staff according to camp policy. A minimum of three equestrian staff, at least one of which is certified in first-aid and CPR, must be on duty for all camper activities.

Trained instructors (wranglers) will do all riding instruction. All equestrian staff and volunteers must be trained to supervise riders in the arena and on the trail. Staff must be able to properly mount and dismount riders, safely handle horses, deal with potential hazards and respond to emergency situations.

A ratio of six riders per wrangler must be maintained for all camper activities, with a minimum of two staff, one of which is 18 years old or older, present at all times. At least one equestrian staff member must stay back from all rides to care for the horses and ensure that campers do not enter the corrals unsupervised.

Equestrian staff members are responsible for checking that all equipment is in good repair prior to camper use. Equipment must fit horses properly, as well as be appropriately adjusted to the rider.

The Horses

A minimum of 16 horses will be leased each season for camp use. Each horse will be classified by the equestrian staff according to their suitability for use by riders of different skill levels.

Horses are fed morning and evening and given fresh water daily. Riding area is cleaned of manure every day, except Sabbath, and manure is disposed of in specified area. Equestrian staff pick hooves, groom horses and check them for soundness after each use. If a horse shows signs of lameness or physical unsoundness the Equestrian Director will remove the horse from use. No horse is used for more than four consecutive sessions (1 hour each) or more than six days in a row.

All horses are kept current on shots, worming, and shoeing by the horse supplier. An equine medical kit is kept in the tack room for emergencies. A first-aid trained staff member will carry an equine medical kit in their saddle bag for all trail rides in case of emergencies while on the trail.

Each horse will be fit and assigned tack for the summer. All tack should be checked daily for signs of wear prior to being used. If any pieces show signs of excessive wear or deterioration it will be mended or removed from use. Additional tack should be available to replace inadequate tack.

Riders

Horseback riding involves many variables and can be a dangerous activity. Rules applying to horseback riders must be followed exactly and failure to comply is grounds for termination.

- If a rider has physical limitations, a wrangler must assist them at all times
- Riders under the age of seven may only participate in pony rides
- All riders must wear helmets (staff included) that have been checked for proper fit by the equestrian staff
- Riders must be wearing long pants and close-toed shoes
- No rider is allowed to approach any horse without the assistance of the equestrian staff
- Before any rider is allowed to interact with the horses, they are required to receive an orientation from the equestrian staff
- Each rider must understand the importance of all equestrian rules before they are allowed to ride

Pony Rides

Protective headgear, specifically designed for horseback riding, must be worn at all times during pony rides. An adequate number of equestrian staff members must be available to assist with mounting, dismounting, leading and assisting riders with pony rides. A minimum of one wrangler should attend to each horse and rider. During pony rides, all horses are led by an equestrian staff member. If there are concerns about the rider's balance ability, a minimum of two equestrian staff members should assist the rider. Equestrian staff will mount and dismount rider using a mounting block or by lifting the rider on or off.

Trail Rides

Campers will participate in trail rides. All riders will receive orientation about safety regulations and trail rules. Riders will be taught to control their horses at a walk. All trail rides are within close vicinity to Glacier View Ranch property. If a rider is unable to control their horse, is unable to balance properly, or has other limitations that pose safety concerns, the camper's horse will be led by an equestrian staff member.

Overnight Camping

We encourage you to sleep under the stars. Several areas at GVR are designated as tent-free camping sites. If camping in any other location, a tent is required. If you do not have your own tent, we can provide one for your use. However, if you want to go camping there are some procedures to help ensure safety and not being fired. Camping on-site **MUST** be passed through a village director **AND** one of the administrative directors. No co-ed camping is allowed. If you are given permission, and you go camping, you need to give the contacted supervisor approximate whereabouts of your camping location. You will also need to be on time to all of your responsibilities. Anything less may forfeit you this privilege.

Directions to Camp

Glacier View Ranch is nestled in the Rocky Mountains next to Lake Minnie just west of Boulder, Colorado. Our camp sits with a view of the continental divide and is at approximately 8700 feet elevation.

Our address is:

8748 Overland Road
Ward, Colorado 80481

Arrival

Refer to your employment offer for your official arrival date. Please do not arrive ahead of time unless you have been requested to do so by the Youth Department. Arrive between the hours of 10am and 6pm. Lunch is not provided on arrival Wednesday.

Arriving by personal vehicle

When you arrive to GVR Staff Week, please come to the main Lodge foyer. You will pick up your packet here and receive your housing assignment for the summer. Move your car to the designated parking.

Traveling by air

Denver International Airport is the most common airport. While you may be able to find cheaper flights into Colorado Springs or Grand Junction, this is highly discouraged. It will require more complicated travel.

If you are traveling by air, it is your responsibility to get to Boulder, CO. We will pick you up from the bus station there. Travel from the airport to Boulder by bus is inexpensive, usually less than \$10.

Bus and Train services

Amtrak and Greyhound travel to Denver. From there, RTD (Regional Transportation District) can be taken to Boulder, CO where we offer pick-up.

Glacier View Ranch Shuttle

We can arrange to pick you up in Boulder, CO. If your travel arrangements have your destination arriving in another town other than Boulder, you will need to make further arrangements to arrive in Boulder where we can pick you up from the airport, bus station, or train station and shuttle you to camp. We will only offer pickup at the Downtown Boulder Bus Station on designated days and times as outlined via e-mail in the spring prior to your arrival. If you arrive outside of the designated windows, you will have to make prior arrangements and realize that you may have to wait a significant amount of time till a shuttle can be sent for you.

To ensure a smooth pickup, please coordinate all travel through the Youth Department well in advance. Last minute requests may be subjected to repeated snarky remarks made about your luggage. If special arrangements are necessary, please make your request well in advance. We will do our best to accommodate you, but we make no promises of the suffering you may endure but trying to be all unique and stuff, arriving fashionably late.

The Final Welcome!

Your First Success (aka, pg. 68)

If you made it this far, and not by skipping or taking the cliff notes, congratulations! If you missed the section on Laundry Bag/Hamper... it's on page 54.

As a final test, please compute the following and come prepared with your answer for use during Staff Training Week:

$$32(200 + 73) + 29 = \underline{\hspace{2cm}}$$

In all seriousness, we are thrilled that you'll be joining the Glacier View Ranch family this summer! You will work hard, have fun, deal with frustration, experience joy, overcome challenges, make new friendships and strengthen old ones, bring campers to know more about the love of Jesus, and grow closer to Him yourself.

Thank you for your commitment to summer camp ministry and we look forward to seeing you on Friday, June 11, 2021!

Sincerely,

Kiefer Dooley, Executive Director
& The RMC Youth Team