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www.camparrahwanna.org

PROGRAM VOLUNTEER RECRUITING PACKET

Camp Arrah Wanna (CAW) is a true non-profit organization that relies heavily on its volunteers. Our mission is ***“to provide a beautiful, peaceful and safe environment where people can experience the transforming power of God’s love and find support through healthy relationship and activities.”*** Every aspect of everything that we do should reflect this purpose!

This packet is intended to help in the recruitment of Volunteer Staff for our Winter Camp and Summer Camp programs. The following pages will help describe the specific responsibilities and expectations of each of the key roles that make our Program Camps successful. This packet can be used for the volunteer recruiter in conveying the specific needs and duties to those they are recruiting, or this packet can be shared with prospective Volunteer Staff.



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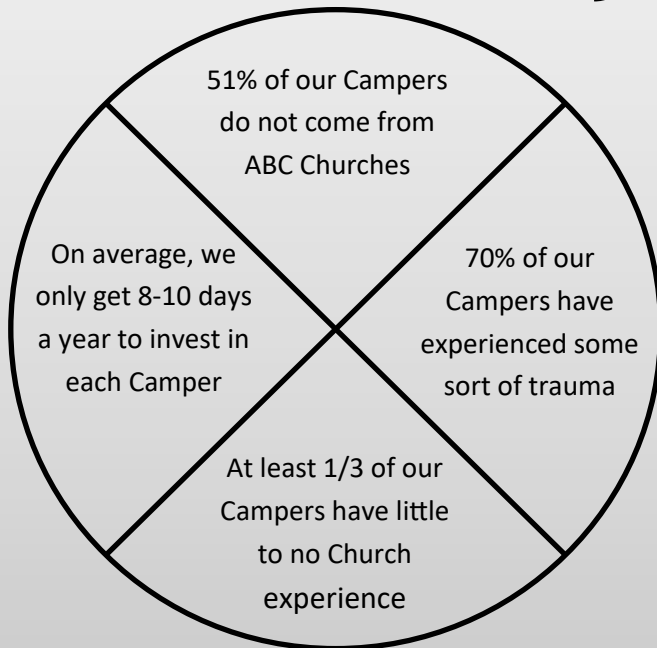


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Volunteering With Our Programs



Each of our Campers and Volunteers brings with them a totally different view of the world and a unique faith experience. This diversity is a wonderful quality of Camp Arrah Wanna, but it can also be divisive if our differences separate us. To make our time most productive we focus on a common goal: To see those around us—Campers and Volunteers alike—growing in their faith and identity in Christ. **We accomplish this by leaning into the mission statement of Camp Arrah Wanna, together, which is:**

“... to provide a beautiful, peaceful and safe environment where people can experience the transforming power of God’s love and find support through healthy relationships and activities.”

To fulfill this mission in the Programs we host, Camp Arrah Wanna will...

- ...welcome, encourage and support all who come.
- ...commit to hold Camp only if adequate leadership staff is in place
- ...seek ongoing, year-round opportunities to train and equip our Volunteer Staff, and require participation.
- ...communicate with churches and families about the Camper’s experience before and after Camp.
- ...support, promote and encourage Campers to participate and be involved in their local church & community.
- ...seek out Learning Materials and themes that exemplify God’s love for all.
- ...create an environment which brings diverse people together as friends and family.

A few expectations to guide us along the way together:

- Be sensitive to the language that you use and the message it conveys.
- Avoid very “church-y” or “Christian-ese” words or terms. Some may have no idea what you mean. If necessary, explain or define it.
- Be OK with adapting your vocabulary to make others more comfortable.
- Be OK when someone says something differently than you might.
- Do not demonize the world, government, schools, culture, political parties. Avoid “us vs. them” scenarios. Speak with hope, not out of a place of fear, or that inspires fear.
- When conversations turn to controversial or divisive topics (politics, gender, sexuality, theological differences, etc.), practice ways to encourage Campers to ask parents, pastors, leaders at home. Use caution and wisdom when sharing personal stories, and think critically about if it’s your opinion and if it’s even necessary. Our goal is to help teach our Campers to make decisions for themselves.
- Seek to be constructive not critical, helpful not complaining, productive not negative. Your attitude is contagious. The type of energy you put out will affect others.

Remember...

...we all have different learning and leadership styles. Be OK with doing something different than you are used to—it may be an opportunity for you and Campers to learn from someone else’s practice. Your “normal” may in fact be just as uncomfortable for others as theirs is for you. Recognize that no one single experience is the end-all.

...be gentle and cautious in challenging others, in calling upon them, on conducting altar calls. Many folks have severe anxiety over attention drawn to them, while others seek opportunity to be the center of attention. We want our Campers to make choices because they are led by the Spirit, in the timing that works for them, not because they are pressured by their peers/leaders or overcome with fleeting emotions.

...that for some, Camp Arrah Wanna is a gentle introduction to God’s love. For others, it is a place to strengthen their faith by giving them a safe place to explore or question. Be aware of each generation’s culture, so that we do not drive them away from Camp and create a road block in their faith journey. Let’s make a positive impact with the little bit of time that we have together.

...to stick with the themes and Learning Materials that we have provided. They are prepared purposefully with the greater audience (Campers, Volunteers, Families, Churches) in mind and will help us all to continue heading in the same direction.

We have all experienced a culture that encourages people to cling to their opinion, and exercise their right to coerce others to think, feel, act and believe the same as themselves. Here at Camp Arrah Wanna we want to be a place where everyone can learn to value others, safely living and serving alongside one another and learning from our differences.

Volunteer Staff General Expectations & Qualifications

- Seeking to honor God in daily life, striving to live out the fruit of the Spirit and desiring to participate in this ministry with the heart of a servant, with a teachable spirit and a willingness to learn new things and be adaptable.
- Attend, participate in and contribute to training events as provided
- Must be present the entire camp session
- Be a positive, trusting presence that Campers and Parents/Guardians can look to
- Develop and enhance positive interaction between Campers and Volunteer Staff
- Familiar with CAW policies & procedures and willing to follow them
- Able to keep on schedule and manage Campers in their daily schedule
- Ability to accept supervision and guidance from others
- Possess the mental and emotional strength and endurance required to maintain constant supervision of and interaction with Campers over the course of the camp session while remaining alert, friendly and patient
- Ability to observe behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Ability to physically, mentally and spiritually assist in taking care of groups of Campers and their daily needs
- To manage personal life in a way that ensures capability of making the care of Campers and the CAW Program a priority
- Ability to plan and facilitate conversations and activities as assigned
- First Aid certification and Adult/Child CPR is recommended, but not required
- Willingness to be flexible and adaptable
- Provide opportunities for Campers to experience success during the camp session
- Empower Campers to problem solve individually and as a group
- Ensures Campers have a safe, positive, spiritually nurturing, and empowering experience
- Guide Campers in keeping their personal space as well as the rest of Camp clean and organized
- All Volunteer Staff must be in Grade 11 or older and must be at least four (4) years older than any Campers under their care/leadership.
- All Volunteers are expected to fill out a Volunteer Application, provide appropriate references, be interviewed, and participate in trainings as provided.

WORK EXPOSURES:

Environment: While performing the duties of this position, the volunteer is regularly exposed to outdoor weather conditions, including heat, sunshine, rain, snow, and thunderstorms. The noise level in the work environment is usually moderate and often loud. Through the performance of this position, volunteer staff members may be regularly exposed to forest-related animals, animal dander, and animal waste. Volunteer staff may also be occasionally exposed to human waste.

Physical Demands: While performing the duties of this position, the volunteer is regularly required to use hands to participate and guide Campers in various activities such as Arts & Crafts, Archery, ropes course, etc. The volunteer is frequently required to stand, walk, and reach with hands and arms. The volunteer is occasionally required to sit. The volunteer may occasionally lift up to 75 pounds. The volunteer must physically be able to participate in the entire camp program without assistance. The volunteer must possess the physical strength and endurance required to maintain constant supervision of and interaction with Campers throughout the duration of the service agreement.

Emotional/Mental Demands: The volunteer must cognitively be able to participate in the camp program without assistance. The volunteer is required to communicate and work with Campers aged 6-18 and provide necessary instruction and information to Campers and/or staff. The volunteer must be able to identify and communicate safety concerns and emergency situations and procedures to Campers and fellow staff. The volunteer needs to have the ability to manage their own emotions while dealing with the high-emotional-needs of Campers. The volunteer must possess the mental and emotional strength, maturity, and endurance required to maintain constant supervision of and interaction with Campers throughout the duration of the service agreement.

We recommend:

- Get plenty of rest before arriving: You will be tired.
- Drink lots of water, always.
- Do what you need to do ahead of time in order to leave home and work behind so that you can focus on the Camp Session.
- Do what you need to do to center yourself spiritually and emotionally:
Pray. Walk. Meditate. Check items off your To-Do List.



Program Responsibility Chart

Program Director

Camp Medic

Manages the physical health needs of all Campers. Administers all medications. Keeps a record of all medical information. Checks all Camper meds in & out with parent/guardian. Collaborates with Wellness Counselor and other Volunteer Staff.

Camp Pastor

Shepherds Campers and Volunteer Staff through the week. Coordinates the Worship Sessions along with Program Director and Music Team. Assists Cabin Counselors in discussion/cabin/Bible study times. Leads others through daily schedule, keeping everyone on track and on time. Leads Camp Pastor Conversation teaching times.

Wellness Counselor

Supports Campers and Volunteer staff by providing and teaching tools to manage behavior, anxiety, trauma, ADHD, or other special needs. Is present through the week to observe, support and guide Campers and Volunteer Staff alike.

One-On-One Buddy

Works alongside Wellness Counselor, Camp Medic, Camp Pastor, Cabin Counselor in ensuring the success of a specific Camper and their special needs. Stays in the Cabin with their Camper Buddy alongside the Cabin Counselors and participates in all events and activities just as all other Volunteer Staff.

Cabin Counselor

Lives alongside Campers in their cabins helping them to navigate shared space, eat & sleep well, practice good behavior & hygiene, and stay present. Participates in all activities alongside Campers, encouraging Campers to as well. Facilitates discussion, Cabin Devo, and some activities.

Camp Grandparent

Helps to build a bridge between all the generations by being present at all activities, hanging out with Campers and Volunteer Staff being a positive, encouraging role model. Is present to step in and give other Volunteer Staff a break or extra help as needed.

Band/Worship/Praise Team

Works alongside the Camp Pastors and Program Director to create a meaningful and productive time during the Worship Session. Chooses songs and worship elements with the diversity of Campers in mind so that all have an opportunity to worship and learn safely and comfortably. Works with the Sound & AV Volunteers to have all needs set before anyone arrives at Camp Session.

The Camp Pastor

- Purposefully walks alongside and shepherds Campers and Volunteer Staff in their assigned age group
- Oversees interpersonal relationships among Volunteer Staff and Campers, formal and informal conversations, conflict management, and activities with Campers and Volunteers
- Serves alongside the Program Director, Medics and Wellness Counselor
- Coordinates and participates in daily Worship Sessions alongside Program Director and other Camp Pastors
- Supports and oversees Cabin Counselors in all of their duties
- Leads others through daily schedule, keeping everyone on track and on time
- Leads Camp Pastor Conversation teaching times appropriate to their age group, staying on-topic to the theme and adapting to keep the materials age appropriate for their assigned group

Work that must be completed before arriving to Camp: Familiarization with the Worship Sessions and Cabin Devos. Complete preparation of the Camp Pastor Conversations. Assists with recruiting other Volunteer Staff, specifically Cabin Counselors.

The Cabin Counselor

- Lives alongside Campers in their cabins, including overnights and during all daytime activities, helping them to navigate shared space, eating & sleeping well, practicing good behavior & hygiene
- First-line-of-success ensuring each Camper has a safe, positive, spiritually nurturing & empowering experience
- Participates in all activities alongside Campers, encouraging Campers to participate as well
- Facilitates discussions, Cabin Devo, and some activities
- Ability to accept supervision and guidance from Program Director, Camp Pastor and other Support Staff
- Ability to assess behavior and its appropriateness and to enforce appropriate safety regulations and emergency procedures
- Ability to physically assist in caring for 8 Campers, day & night, while possessing the mental and emotional strength and endurance required to maintain constant supervision of and positive interaction with Campers

The Camp Grandparent

- Brings the multi-generational family-feel to the camp session by being present at all activities
- Provides a positive and encouraging role model for all Campers and Volunteer Staff
- Provides extra adult coverage to step in and give other Volunteer Staff a break or extra help as needed
- Provides wisdom/experience/stories
- Assists in smooth transition times and keeping everyone on-schedule
- Assists in making sure activities, worship sessions, meal times and other moments run smoothly
- May participate in Lights Out Rounds or other specific tasks
- Works alongside Cabin Counselors and Camp Pastor of their assigned age group as well as the Wellness Counselor and Medic with challenging or struggling Campers

The Music Point Person

- Works alongside the Program Director, Camp Pastors, the musical team, and the Sound/AV team
- Ensures a clear line of communication and orderliness so that everyone is on the same page, has what they need from one another, and is working well together
- Ensures that everything that needs done is done on time
- Makes sure all the individuals involved in leading music feel involved and are involved at whatever levels they are comfortable and willing
- Makes sure that the team is working well together, respecting one another, honoring one another's perspective, input and participation
- Enables a variety of voices and leadership to be present and involved in a variety of methods
- Facilitates with the entire music team on scheduling practice times that will allow Volunteers to remain involved in programming as much as possible; does not take away from their other roles
- Works with the Sound/Powerpoint individual(s) to make sure they have what they need to keep them on the same page as the music team in a timely manner
- Provides all music/illustrations for Powerpoint slides to the appointed person TWO WEEKS BEFORE the camp session
- Makes copies/somehow provides music/sheets as needed for each person on the team
- Makes sure Worship Center doors are locked and everything turned on and off as appropriate: speakers/microphones, lights, heater/AC, etc. Helps make sure all equipment and property are safe and taken care of and costly electricity used appropriately.

Facilitates choosing music that:

- Fits and serves the diverse experience of ALL CAW Campers & Volunteers in accordance to CAW's "Volunteering with Our Programs Infographic" document
- Fits appropriately (enhances, does not take away from) the specific Worship Session: Follows the theme, is not too short time-wise, and not too long time-wise, flows well with the schedule and order of other elements happening before, during and after the Worship Session

The Wellness Counselor

- Is familiar with specific needs, medications, history and traits of each Camper
- Checks in with each Camper (and parents) at Check In, throughout the week, and at Check Out
- Supports Campers and Volunteer staff by providing and teaching tools to manage behavior, anxiety, trauma, ADHD, conflict-management, de-escalation, or other special needs to ensure a successful camp experience for all
- Is present the entire camp session in order to observe, support and serve both Campers and Volunteer Staff in supporting their emotional and mental well-being
- Is ready and available to step in during times of crisis
- Participates in and facilitates Night Rounds to "tuck in" each cabin around Lights Out time
- Monitors and logs information on Camper history, medications and highs and lows before, during and after the camp session, alongside the Medic and Program Director

The Camp Medic

Any of the following professionals meet the DHS requirement for a Medical Professional:

Physician	Certified Athletic Trainer	Wilderness Advanced First Aid
RN or LPN	EMT or Paramedic	Military Medical Corpsman
Physician Assistant	AMR Emergency Response	Other approved by the State of Oregon

CAW Staff/Volunteer application, reference forms, and copies of Medical Certification documents are required to be on file BEFORE someone is cleared to serve in this capacity.

Camp Arrah Wanna provides the following First Aid and Medical equipment:

- * AED with adult and child pads.
- * [2] fully-stocked First Responder First-Aid Kits that include: Basic bandages, dressings, and band-aids, OTC medications (Acetaminophen, Ibuprofen, allergy meds, etc.), thermometer, gloves, wound-cleaning supplies, antibiotic ointment, itch cream, and much more!
- * CPR mask
- * Backboard for water activities
- * Locking storage for medications
- * Refrigerator for storing temperature-sensitive medications
- * Camper medical information and all documents to log medication distribution and other care

The Medical Professional will be responsible for:

- Logging in ALL Camper medications during check-in, which often includes:
 - Chatting with Campers/Parents about health concerns
 - Checking prescription description to make sure dose information is understood
- Distributing medications throughout the day/night
- Keeping strict record of medication distribution and injury reports
- Attending to injuries of various seriousness: scraped knees, broken bones, dehydration, etc.
- Calling and directing Emergency Services when necessary
- Check-Out of all Campers medication at end of camp session, including conversation with Parent/Guardian of how the week went and what care may have been administered
- Communicating happenings with necessary Volunteer Staff and all things with CAW Program Director

How many Medical Professionals do we need?

When CAW Youth Camps are in session (Winter Camp & Summer Camp), TWO (2) Medical Professionals are required when all Campers are on Camp premises. When groups of Campers travel off-site for activities, ONE (1) Medical Professional is required to attend EACH location.

Physical Requirements:

While CAW does our best to provide a golf cart for our medical personnel, that is not always a possibility. We encourage all leadership to bring a bicycle and be ready to travel around Camp throughout each day. The Medical Professional needs to be able to act quickly in an emergency, which may require running, carrying heavy items, and standing for long periods of time. If you have a physical challenge in any of these areas, please let us know so that we can seek a way to accommodate that need while also making sure our Campers are adequately cared for.

How You Can Help Recruit

Familiarize yourself with the information in the Program Volunteer Recruiting Packet so that you can be prepared to answer questions.

Know the dates of the camp sessions you are recruiting.

Know the deadlines and make it clear to those you are recruiting that everyone must be confirmed and fully vetted four weeks before the camp session.

Brainstorm, pray and make a list of ANY people who you think would be good fits for our program. We need to spread our nets wide, asking more people than roles we actually need to fill. It's a "no" unless we ask and we should not say anyone's "yes" or "no" for them. Consider what roles and responsibilities these individuals would serve best and thrive in.

When you approach someone...

- Tell them why you think they would be good for the specific Volunteer Staff role
 - You heard they are friendly, you've seen them interact with kids, you admire their faith, etc.
- Don't ask for an answer in the moment. Ask them to pray about it and tell them that you will follow up in a few days.
 - Keep control of the contact schedule. Don't wait for them to call you back.
 - Acknowledge that they are busy. Arrange a date and time to reconnect.
- Be prepared to hear "no".
 - Ask if they can serve in a different capacity, if another role draws them.
 - If they say "no" repeatedly, ask if they can be contacted again in six months.
- If someone says "yes" (Praise the Lord!), thank them and direct them to our website www.camparahwanna.org for more information and to fill out the online Program Volunteers Application (CAW Youth Camps).
 - Ask them to be sure to watch the video on our website, "An Introduction to Volunteering at Camp Arrah Wanna".
 - Let them know that they can come to you with any questions or concerns.
 - Follow up to be sure they have completed a Volunteer Application
 - Let CAW Program Director know to be expecting the application

Once the Volunteer Application is submitted, the CAW Program Director will manage all communications with the volunteer applicant and you have finished your recruiting responsibilities!