

## So, I'm a staff member – Now what?!

Whether you are a first-timer on the Dogwood Acres Summer Staff Team or a seasoned veteran, the following information may help answer those nagging questions swirling around inside your head. If you have any questions, please contact Ben Powell at (850) 528-3575 or email [ben@dogwoodacres.org](mailto:ben@dogwoodacres.org).

### Job Descriptions / Day-to-Day Activities

As a Dogwood Acres Summer Camp Staff member, you'll be responsible for children and youth, lead games and bible studies, hike trails, swim, make crafts, and be a role model for all campers. All Staff must be willing to be flexible and be a team player. From time to time, the Staff will be asked to do odd jobs around the camp that need to get done, so be ready to work!

### Before you Arrive for Orientation

Be sure to look at our website to get a better feel for Dogwood Acres, if you've not had the opportunity to visit us. Ben is willing to give you a personal tour! If that's something you're interested in, feel free to contact him.

### About Staff Training

- The Summer Camp 2018 schedule has not been finalized, though we expect it to be posted soon. Staff training will likely start the last week of May or the first week of June, and camp will likely run through the first partial week of August. We'll follow up when the exact schedule has been set.
- Plan to arrive at camp by 3:00 pm Central Time on the first day of Staff Training.
- Staff will need to remain on-site for the duration of Staff Training.
- Training typically wraps up on Friday afternoon, and the Staff may depart around 5:00 PM, if they wish to leave for the weekend.
- Campers arrive at 3:00 p.m. on Sundays. Staff are required to be at the camp by 10:00 AM each Sunday to prepare for campers' arrival.

### When You Arrive for Staff Training

- Please stop at the Bearss Building (on the right) when you arrive. You may park on the grass outside the building.
- You may leave your luggage in your car when you first arrive. If you don't have a car, a Staff member will show you where to put your belongings.
- When you arrive, please have your completed:
  - Health Form
  - Tax form
  - Direct Deposit form  
and ...
  - Copy of your driver's license
  - Copy of your social security card

### Paychecks

Staff will receive paychecks via direct deposit on or about the 15th and 30th of each month, after all responsibilities are met. Staff will receive the first pay deposit on or about June 15th.

## What to Pack

A packing list is provided on a separate sheet. We'll provide you with 2 Staff shirts, which are to be worn on Sundays when campers arrive and on Wednesdays/Fridays when campers depart. Other than those days, what you wear is essentially up to you. Shorts and T-shirts are the norm.

Our campers are young and have very impressionable minds. As their role models, we require that you refrain from wearing clothing that contains profanity or promotes/advertises violence, intolerance, firearms, illegal drug use, alcoholic beverages, or tobacco products. We also ask that, while at the pool, female Staff wear one-piece swimsuits or tankinis and male Staff wear swim trunks. To prevent foot injuries and stubbed toes, Staff and campers may wear open-toed shoes or sandals *only* at the pool or in the cabins, and must wear closed-toed, sturdy shoes everywhere else. You'll want to dress comfortably for the weather, which can get quite hot and humid in the summertime during the day. Stormy weather will occur, but camp goes on nonetheless, so light rain gear is essential. There's a washer and dryer available for Staff use. Laundry detergent is provided; of course, you're welcome to bring your own.

## What about electronics?

Part of our program emphasis at Dogwood Acres is to be a place for retreat and spiritual renewal outside the normal hustle-bustle of the daily world. Parents send their kids to camp with the expectation that it's a place where kids can get away from the distractions of the everyday world and focus on fun, friendships, and listening for God's voice in the stillness of the natural world. For this reason, we ask that, if Staff members want to use electronics like iPods, laptops, or cell phones, they do so only during their daily break time and out of sight of campers.

## Telephones Calls

- Friends and family members wishing to contact a Staff member may call the office at (850) 535-2695 and leave a message between 9:00 AM and 2:00 PM Central Time. Messages will be delivered daily; emergency messages will be delivered immediately during office hours.
- Office phones are available for Staff use if the phones are not otherwise in use for camp business.
- Cell phone coverage has improved at Dogwood Acres for most cell phone companies. Again, if using a cell phone, Staff should do so only on time off, out of view of campers, and in such a way that it doesn't interfere with your daily responsibilities. Cell phones should be turned off and put away when you're with campers.

## Mail

- Mail will be delivered daily to Staff at lunch.
- Please instruct others to send mail and packages through USPS, UPS, or FedEx as follows:  
ATTN: Your Name, STAFF  
Dogwood Acres  
3320 Harmony Drive  
Chipley, FL 32428

### **Weekends and Other Time Off**

Unless otherwise approved by the Director *in advance*, Staff are to remain on-site from Sunday at 10:00 AM Central Time through Friday at 5:00 PM Central Time each week during the summer. After 5:00pm on Fridays, Staff are off-duty and may depart from Dogwood Acres. Staff are expected to be back at Dogwood Acres by 10:00 AM Central Time on Sunday for clean-up, cabin changes, and a Staff Meeting. Housing is available for those Staff members who may not be able to travel home or have a place to stay during their time off. Please be aware that meals are *not* provided to Staff during the weekend. However, leftovers from the previous week's meals *may* be available. You're responsible for your own meals and clean-up on weekends.

### **About the Health Form and the need for a recent physical exam...**

We want Dogwood Acres to be a safe place for all our participants, campers *and* Staff. Your complete health history helps us be better-prepared to help you in the event of an emergency. Therefore, your Health Form must be completed and on file at the camp for you to work at Dogwood Acres. Notarization is not necessary for Staff members on the health form. The Health Form is kept confidential and used only by healthcare professionals, as necessary. Please note the last section of the Form, which must be completed by a physician. To participate at camp, you must have had a physical exam within the last 12 months. A licensed physician must attest that you are in good health, able to participate in normal camp activities, and indicate any prescription medications you're currently taking.

(See next page for Packing List)

## SUGGESTED PACKING LIST FOR SUMMER STAFF

- Bible for personal devotion – we’ll provide specific translations for Bible Studies based on age levels and comprehension
- Closed-toed shoes (required) – You may want to bring more than one pair, as they’ll get wet and muddy.
- Light rain gear – Extremely Important, camp goes on, rain or shine!
- Flashlight, extra batteries
- Waterproof watch - your cell phones cannot be used as your watch
- Alarm clock – your cell phones cannot be used as your alarm clock
- Pillow and sleeping bag (or sheets and a light blanket) – counselor beds are full-sized
- Toiletries and something to carry them in
- Bath Towel
- Bug Spray
- Sunscreen
- Hat
- Sunglasses
- Musical instrument, if you play one
- Laundry bag
- Texas, Chacos, or other sandals with heel strap
- Sturdy backpack, preferably with water bottle holsters
- Notepad, clipboard, or binder (whichever format works best for you to carry information during the day)
- 2 Swimsuits – Please note: one-piece suits or tankinis for females, trunks for males
- 2 Swim towels
- Good book(s) to read or share with campers; children’s stories are great for helping younger campers fall asleep at night
- Several pairs of light/athletic shorts
- Several short-sleeved T-shirts
- Socks and underwear
- Pair of jeans or long pants
- Long-sleeved shirt, fleece, or sweatshirt – you may not wear it, but some of our buildings can be cold!
- That stuffed animal or blanket you can’t sleep without
- Backpack, duffel bag, suitcase, or Rubbermaid bin to contain your “stuff” in the cabin
- A small nightstand can be very useful
- A reusable water bottle or Camelbak-type hydration pack
- Optional: Camera to take home the memories and to share pictures for our closing slide shows
- Optional: “I’m-sick-of-wearing-shorts-and-a-Tshirt-I-want-to-look-nice-and-go-out-to-dinner” outfit (Staff will occasionally go off-campus on time-off outings)
- Optional: A board game or deck of cards you’re willing to share with others
- Optional: “Crazy Creek” style chair for sitting around the campfire
- Optional: Hammock

### What Not to Bring to Camp

- Pets
- Expensive or sentimental items / items you’d be devastated to lose or see dirtied/damaged
- Radios or video game consoles (iPod and iPad devices are allowed during your breaks)
- Fireworks
- Firearms
- Illegal substances: alcohol, drugs, etc.
- Pornographic material