

# FOCUS 3

*“A publication series prepared specifically for training summer camp workers in Lake Aurora programs.”*

## WORKING AS A TEAM

### The Lake Aurora Philosophy

To make the camper aware that his whole life is lived before God and to equip him to live in harmony with the will of God by teaching him biblical principles and giving him opportunity to practice them.

**L**AKE Aurora Christian Camp is owned and operated by Lake Aurora Christian Assembly, Inc., which is a central Florida network of non-denominational churches commonly known as Christian Church and Church of Christ. These churches have banded together officially and independently to form a not-for-profit corporation to assist their congregations with their mission.

The philosophical and doctrinal position of Lake Aurora is the philosophical and doctrinal position that is common to the owner churches.

#### General Operations Organization

*Owner Churches* elect

*Trustees*, who select a

*Executive Director*, who manages the

*Director of Finance & Facility*

*Director of Operations*

*Donor Relations Director*

*Summer Camp Director*

trains and supervises the

*Weekly Program Director*

*Omega Staff*

*Program Assistant*

and others

#### Summer Camp Organization

*Director of Operations & Summer Camp Director* select a

*Program Director*, who recruits an

*Administrative Team* consisting of

*Assistant Director*

*Chaplain*

*Activities Director*

*Missionary*

*Other Specialists* (music, teachers)

and also recruits

*Counselors* for each unit

### Who to Ask, Where to Go

*What am I supposed to do?*

Ask the Program Director.

*Where am I supposed to be?*

Ask the Program Director or the Activity Director.

*I am having difficulty with a camper.*

Tell the Assistant Director.

*I have a sick camper.*

Take them to the nurse.

*What is “Studio B” & “Disciple’s Net”?*

A counselor-only room in the chapel and the small building on Hillside where you can rest and where you keep your paperwork.

*I need recreation equipment?*

Ask the Activities Director.

*I need to make a phone call.*

Do not use your cell phone in front of campers. The Program Director and Nurse have cell phones or during office hours, use the Ministry Center (office)

*I need to do my laundry.*

General laundry facilities do not exist.

*Where can I keep refrigerated snacks?*

In Studio B for Lakeside or Disciple’s Net for Hillside

*How often will the team get together?*

A meeting is held each morning during Omega-led devotions.

*May I leave campus?*

Check with the Program Director.

*May I swim laps or go canoeing?*

Check with the Aquatics Director.

## In Service Training (IST)

For the volunteer program worker, IST will consist of daily faculty meetings and one on one training in any special skills needed.

For Omega Staff, IST will consist of daily staff meetings, weekly specialty training/review sessions, and additional sessions as needed.

## “We’re a Team!”

### Administrative Team and Counselor Team

#### Administrative Team (AT)

It is the function of the AT to establish program direction, to promote the general policies of the Lake Aurora ministry, and to train, encourage, and support the counselors.

#### Counselor Team (CT)

It is the function of the CT to work directly with the campers, and to become their friend and guide.

For the CT to function properly, the AT must be prepared to assist in every way. Counselors should not be timid in asking for help. Assistance can come in the form of teaching, downtime supervision, discipline, spiritual counseling, or leading an activity.

## Supervising Other Staff

When supervising other staff, these are important points to remember.

1. Service is “unto the Lord,” and He needs it done right.
2. Make your expectations clear, including quality, time, and after effect.
3. Receive feed back on the instructions.
4. Provide them with the necessary resources and training.
5. Encourage them along the way--be available for counsel.
6. Inspect the finished product--it will let them know you care.
7. Keep a team spirit. You are not better than they are, you simply have a different role to play.
8. Do not accept sloppy performance. Going the second mile is a Christian principle, *not an option*.

## When You’re in Charge..

When leading an activity, here are the important things to keep in mind.

**1. Enforce established safety regulations.** In target sports, a range supervisor is available to train you and to assist you. At the waterfront, lifeguards are available to assist you in training and use. In other activities, the Activity Director may be the one to offer training and assistance. The Challenge Course requires certified Facilitators for use. Initiative game training can be offered in most programs.

**2. All age groups and programs cannot do all activities.** The Activities Director and the Omega Staff will be trained to offer special supervision and instruction. The Program Committee has predetermined a progression of activities in regard to age groups.

**3. Environmental and other hazards related to an activity, must be managed.** In most cases this has been anticipated in advance, and appropriate guidelines are in place and noted or marked. *Use the 12 second rule for lightning. If the sound of thunder is within 12 seconds of the sight of lightning, then find safe shelter immediately.*

**4. Know the appropriate health care procedure.** What to do for a suspected broken bone or sprain, know the effects of sun stroke or heat exhaustion, know how to summon help. In most cases, keep the victim where they are and summon the nurse or a lifeguard.

### Communicating with the Media

Because comments can be misunderstood or misused, all communication with the media should come from the Camp Executive Director.

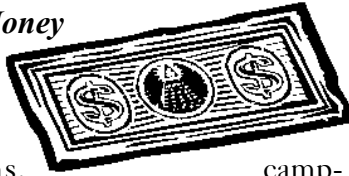
If interviewed in regard to an incident, do not answer questions or give statements.

This principle applies to attorneys, insurance adjusters, and regulatory officials.

There will be times when it is appropriate to speak with the media or others, and in those times you will be informed in advance. If in doubt, please check with the Exec. Director.

## Where's the \$\$?...

*Camper Spending Money  
Account - Canteen  
Cards and Bank*



In most programs, campers will be required to use canteen debit cards and place extra money in the bank. The conversion to this system should take place at check in.

This system impacts the program in the following ways:

▼ Counselors must give out canteen cards at each canteen time. Counselors within the same unit can share this responsibility.

▼ Counselors should turn in unused cards to the canteen operators.

▼ Missions money will be given by “camp check” or by canteen card.

▼ Bank money is available at designated times.

▼ Souvenir purchases can be debited from their bank account.

▼ Crafts can be debited from their account.

▼ Monies under \$10 left in the Camper Spending Money Account goes to the mission of the week.

▼ Monies over \$10 in the Camper Spending Money Account may be requested and picked up at the close of the program.

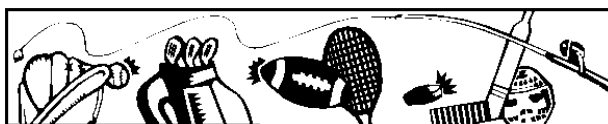
▼ If a problem develops, please be patient — it will get solved.

## Equipment Safety

Safety is everybody's responsibility. Before using any equipment, check to make sure it is safe for use. This is particularly true for counselor led activities.

Is the bat broken? Is the rope frayed or cut? Is the ground clear of objects that might injure? Are there sand spurs or briars? Are there ants or bees? Is the limb strong? Is there danger of electrical shock? Are there objects the campers can run into?

If equipment is being used that requires sizing, such as life jackets, make sure that the appropriate size is used. If the use of equipment requires training, take time to demonstrate its use.



## Swimming and Boating

Swimming and boating will be under the supervision of the Omega Staff. Swimming and boating rules are posted in the appropriate areas.

In most programs, campers will use a buddy system for swimming. Boating rules and opportunities vary with the age groups. Counselor assistance is always appreciated and in some instances it is required.

Fishing should be coordinated between the Counselor, the Program Director, and the Aquatics Director.

### Counselor Guidelines for Boating

1. You must wear a life jacket.
2. Camper safety rules apply to counselors.
3. If you want to boat at special times, please see the Aquatics Director.

### Counselor Guidelines for Swimming

1. A lifeguard must be present.
2. Island swims must be approved by the Aquatics Director.
3. Detailed policies are in the Aquatics Manual.
4. Blobbing is never an option without proper supervision.

### Water Games

All lakefront water games and activities must be approved by the Aquatics Director and be supervised by a lifeguard.

## Decision Follow Up

Since one of the main purposes of the Lake Aurora ministry is to encourage campers to make critical life decisions, we attempt to communicate with home and church for after care.

It is important that **all decisions** be routed through the Chaplain; so proper records can be kept.

You may also want to correspond with campers after camp so be sure to get their names and addresses. Occasionally a parent will misunderstand the intentions of the counselor, so it might be appropriate to get the parents permission, before maintaining a long relationship.

(\* Will be discussed in detail in the Spiritual Counseling Focus Series.)

## Final Clean Up

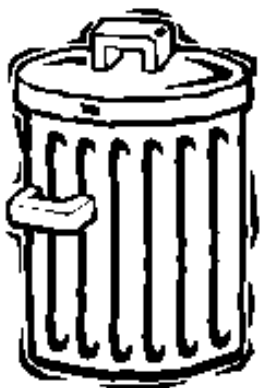
Programs that end on Thursday should plan to do their final clean up and pack up before breakfast. Afternoon 4p.m. checkouts should be out of the dorms by 2 p.m. A camp staff member will inspect to certify completion.

Hillside and Canoe Camps should adapt the following tips.

### *Tips for Clean Up*

- ✦ Have each camper pack and move their belongings out of the housing area & onto the backporch.
- ✦ Attempt to get all items claimed. Take leftover items to lost and found table by chapel. (Be sure to check clotheslines)
- ✦ Assign a sweeping detail. (sweep under beds)
- ✦ Assign a detail to clean up all trash around the unit, especially the small bits of trash near doors.
- ✦ Try to keep all campers with their group until clean up is finished.
- ✦ The counselor should stay with their group.
- ✦ You will also be assigned an area of the campus to clean. A counselor should accompany all clean up details.
- ✦ Open the curtains.
- ✦ Leave the unit and grounds ready for the next group.
- ✦ A special detail will be assigned to sanitize the bathrooms after you are finished.

Through the week cleaning of the units and program areas are the daily responsibility of the program at hand. Extra cleaning supplies are available from the Housekeeping Manager.



## Simultaneous Programming

In order to accommodate a larger number of campers, and campers with varying interests, Lake Aurora offers programs in four areas. As these programs often run simultaneously, it is important that each program respect the needs of the other programs.

All programs are viewed as equal, though some are smaller than others.

Interaction between programs should not take place except as planned by the Program Directors. Campers and staff entering other programs is very disruptive.

**Lakeside Camp.** This is our largest and oldest program, and meets in the buildings on the original campus. They eat at assigned tables in the center room of the dining hall.

**Hillside Camp.** This program meets in the cabins on the north end of our property. Their meeting area is in the Community Room. They eat in the dining hall.

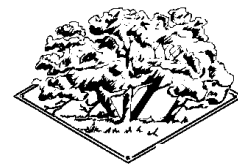
**Life Expedition Trips.** These programs start and base out of Egret's Landing, the RV Loop. They are on campus for up to two nights and off campus for two-four nights. They stay in pitched tents. When on campus, they eat their meals in the dining hall or catered out to Egret's Landing.

**Leadership/ Mission Programs.** Primary among these is the Alpha and Omega program, an intern program that provides support help for all the other programs. They are housed in designated areas. They eat at assigned tables. Other leadership programs use the Hillside Camp base and facilities.

### HOW TO USE THIS ARTICLE

Program Directors: Make as many copies as you need to distribute to your counselors and administration.

Counselor: Study this "Focus" training material and request the next number in the series from your Program Director.



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5/20/2013