

PROGRAM STAFF

Being a Hollymont staff member can be quite rewarding because Hollymont is a very special place where women of all ages (6 - 76) gather to work and play. Being a staff member at Hollymont is also challenging - physically, emotionally, and spiritually. Flexibility of mind and body is essential.

PURPOSE:

Program staff are used to improve the Hollymont skills and provide support services for the campers and staff.

LENGTH OF SERVICE:

Program staff are needed for the camp session in its entirety plus the Saturday before the session begins. (You can't split sessions...ex: come part of A Session and part of B1 Session)

TYPES OF SERVICE:

Specialized skill teacher - Primarily cooking, sewing, art, or photography.

Skill Facilitator – Daily on-site supervision of skill teacher and assistants

On opening Sunday, program staff assist campers and their parents in the camp store.

We ask that all program staff assist the cooking teachers with the tea party setup/breakdown on the middle Sunday afternoon.

Occasionally (perhaps once a session), you will be called upon to help in the evening with campers (light supervision during night activities and putting the campers to bed).

REQUIREMENTS OF SERVICE:

Skill instructors should expect to teach five skills a day with one planning skill. You should be able to lift 17 lbs on a daily basis and occasionally 27 lbs. (Choose your projects wisely. Heavy materials = heavy lifting)

Sewing teachers are constantly on their feet and bending over to help campers with their sewing projects. Patience with the campers and diligence in securing the sewing needles (and any other sharp items) are essential.

Cooking teachers are constantly on their feet and must be capable of teaching and supervising campers in the use of hot plates, knives, etc. to prepare food dishes. Cooking teachers must follow the North Carolina field sanitation guidelines for food handling and storage. (Guidelines available upon request.) Experience in lesson/menu planning, food purchasing, and teaching/supervising is a plus.

Photography teachers are constantly on their feet and bending over to help campers with their projects. Photography teachers must be knowledgeable in the use of digital cameras and computer applications of digital photography. Photography teachers will be simultaneously overseeing three activities – campers taking pictures, campers working on the computer to edit and print pictures, and campers engaged in a project while waiting to either take pictures or use the computer.

Skill facilitators are constantly on their feet and moving from skill to skill supervising staff and campers. Skill facilitators cover a majority of the campus and skills within a skill period and repeat this action all six skills a day. Skill facilitators supervise, teach, secure, negotiate, and encourage. Wisdom, patience, perseverance, tact, attention to detail, and a sense of humor are essential.

LOCATION OF SERVICE:

Program staff are housed separately from the campers. The distance from the main campus to program staff lodging is approximately two-tenths mile. The campus terrain is mixed - hills, level ground, uneven surfaces, and steps. Sewing and cooking classes are taught in designated areas of the dining hall.

STAFF GUIDELINES:

Since the program staff do not have responsibility for a cluster of girls on the hall, they must meet most but not all of the guidelines that our counselor staff must meet. They are required to sign and adhere to the applicant's statement found in the staff application. Program staff are subject to criminal background checks just as are the counseling staff.

SUPERVISORS:

Program staff answer directly to the person charged with overseeing their particular service area (**Skills Coordinator, Program Facilitator, Assistant Director, Administrative Director, and/or the Camp Director**).

PRE-SUMMER PREPARATION

Prior to arriving at camp, skill teachers are required to submit their teaching lessons (minimum 8 lessons) for approval by the assistant director in charge of skills. Program staff ladies and skill facilitators from all session are encouraged to work together to develop their cooking and sewing projects. Its usually possible to repeat A and B2 session projects if the teachers choose to do so.

Skill teachers should practice their projects at home and bring samples for display.

Shopping lists should be prepared in advance (items and quantity).

Once the assistant director has reviewed the projects and purchase requests, skill teachers may either purchase and bring items to camp or plan on purchasing items on the Saturday prior to the session's opening day.

DAILY CAMP SCHEDULE:

7:45	Wake Up
8:15	Breakfast
9:00	Morning Watch
9:25	Cluster Clean-up
9:45	1 st Skill
10:45	2 nd Skill
11:45	Lunch
12:30	3 rd Skill
1:25	4 th Skill
2:15	Canteen
2:45	Rest Hour
3:50	5 th Skill
4:45	6 th Skill
5:40	Dinner
7:00	Night Activity
9:00	Cluster Devotions
9:30	Lights out for Hummingbirds and Cardinals
10:15	Lights out for Eagles and Blue Jays

Job Description for Arts & Crafts Staff at Camp Hollymont

Qualifications:

- Arts & crafts staff must have completed their senior year in high school and demonstrate the maturity and skill level necessary to:
 - (1) teach the campers proper arts and crafts techniques.
 - (2) ensure the safety of campers and fellow arts & crafts staff members.
- Physical requirements include the ability to lift up to 25 pounds daily and 30 pounds occasionally
- Since arts & crafts staff are responsible for campers in an emergency situation, arts & crafts staff must be physically able to accomplish the evacuation of campers from a one-story building.
- Arts & crafts staff must be physically and emotionally able to cope with the stresses associated with daily care of minors.
- Arts & crafts staff must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.

Responsible to:

- ~The Arts & Crafts Director who plans and implements the summer arts & crafts skill.
- ~The Skill Facilitator who is responsible for daily skill supervision.

Responsibilities:

1. Arts & crafts staff are responsible for the care and upkeep of the art rooms/equipment.
2. Arts & crafts staff are expected to attend and teach all scheduled arts & crafts skill periods.
3. Arts & crafts staff are encouraged to attend lunches unless they are working through to stay caught up or the meal occurs during the regularly scheduled time off.

Hours & Remuneration: Hourly rate - \$8.40 base

Hours worked will depend of camper who sign up for arts & crafts and thus the number of skills we schedule per session.

Arts & Crafts will be taught Monday – Friday of the first week of each session and Monday – Wednesday of the second week of each session.

Camp Daily Schedule:

9:00 Arrive for Pre-skill Prep Work

9:45 1st Skill

10:45 2nd Skill

11:45 Lunch

12:30 3rd Skill

1:25 4th Skill

2:15 Canteen

2:45 Rest Hour

3:50 5th Skill

4:45 6th Skill - Usually do not schedule a class. Arts & crafts staff do prep/finish work and leave for the day.

Job Description for Cooking Staff at Camp Hollymont

Qualifications:

-Cooking staff must have completed their freshman year in college and demonstrate the maturity and skill level necessary to:

- (1) teach the campers proper cooking techniques.
- (2) ensure the safety of campers and fellow staff members.

-Physical requirements include the ability to stand for 6-7 hours daily.

-Since cooking staff are responsible for campers in an emergency situation, cooking staff must be physically able to accomplish the evacuation of campers from a one-story building.

-Cooking staff must be physically and emotionally able to cope with the stresses associated with daily care of minors.

-Cooking staff must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.

Responsible to:

- ~The Skills Coordinator who schedules all of the skill classes.
- ~The Skill Facilitator who is responsible for daily skill supervision.

Responsibilities:

1. Cooking staff are responsible for the care and upkeep of the kitchen area and equipment.
2. Cooking staff are expected to attend and teach all scheduled skill periods.
3. Cooking staff are encouraged to attend lunches unless they are working through to stay caught up or the meal occurs during the regularly scheduled time off.
4. Cooking staff are responsible for planning and implementing the Sunday afternoon tea party.
5. Cooking staff must be familiar with and follow the North Carolina field sanitation guidelines for food handling and storage. (Guidelines available upon request.)
6. Experience in lesson/menu planning, food purchasing, and teaching/supervising is a plus.

Hours & Remuneration:

Hours worked will depend on number of campers who sign up for cooking and thus the number of skills we schedule per session.

Cooking will be taught Monday – Friday of the first week of each session and Monday – Wednesday of the second week of each session. Saturday afternoon is set aside for tea party preparations and the tea party is held after Chapel on Sunday afternoon.

Remuneration is based on whether staff live on or off campus and/or have a daughter attending camp. Call the camp office for rate information.

Camp Daily Schedule:

- 9:00 Arrive for Pre-skill Prep Work
- 9:45 First Skill
- 10:45 Second Skill
- 11:45 Lunch
- 12:30 Third Skill
- 1:25 Fourth Skill
- 2:15 Canteen/Rest Hour
- 3:50 Fifth Skill
- 4:45 Sixth Skill

Job Description for Photography Staff at Camp Hollymont

Qualifications:

- Photography staff must have completed their senior year in high school and demonstrate the maturity and skill level necessary to:
 - (1) teach the campers proper photography techniques.
 - (2) ensure the safety of campers and fellow staff members.
- Physical requirements include the ability to stand for 6-7 hours daily.
- Since photography staff are responsible for campers in an emergency situation, photography staff must be physically able to accomplish the evacuation of campers from a one-story building.
- Photography staff must be physically and emotionally able to cope with the stresses associated with daily care of minors.
- Photography staff must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.

Responsible to:

- ~The Skills Coordinator who schedules all of the skill classes.
- ~The Skill Facilitator who is responsible for daily skill supervision.

Responsibilities:

1. Photography staff are responsible for the care and upkeep of the photo room and equipment.
2. Photography staff are expected to attend and teach all scheduled skill periods.
3. Photography staff are encouraged to attend lunches unless they are working through to stay caught up or the meal occurs during the regularly scheduled time off.
4. Experience in the use of digital cameras and computer applications of digital photography is necessary.

Hours & Remuneration:

Hours worked will depend on number of campers who sign up for cooking and thus the number of skills we schedule per session.

Photography will be taught Monday – Friday of the first week of each session and Monday – Wednesday of the second week of each session.

Remuneration is based on whether staff live on or off campus and/or have a daughter attending camp. Call the camp office for rate information.

Camp Daily Schedule:

- 9:00 Arrive for Pre-skill Prep Work
- 9:45 First Skill
- 10:45 Second Skill
- 11:45 Lunch
- 12:30 Third Skill
- 1:25 Fourth Skill
- 2:15 Canteen/Rest Hour
- 3:50 Fifth Skill
- 4:45 Sixth Skill

Job Description for Sewing Staff at Camp Hollymont

Qualifications:

-Sewing staff must have completed their freshman year in college and demonstrate the maturity and skill level necessary to:

- (1) teach the campers proper sewing techniques by hand and machine.
- (2) ensure the safety of campers and fellow staff members.

-Physical requirements include the ability to stand for 6-7 hours daily.

-Since sewing staff are responsible for campers in an emergency situation, cooking staff must be physically able to accomplish the evacuation of campers from a one-story building.

-Sewing staff must be physically and emotionally able to cope with the stresses associated with daily care of minors.

-Sewing staff must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.

Responsible to:

~The Skills Coordinator who schedules all of the skill classes.

~The Skill Facilitator who is responsible for daily skill supervision.

Responsibilities:

1. Sewing staff are responsible for the care and upkeep of the Sewing area and equipment.
2. Sewing staff are expected to attend and teach all scheduled skill periods.
3. Sewing staff are encouraged to attend lunches unless they are working through to stay caught up or the meal occurs during the regularly scheduled time off.
4. Sewing staff must have experience working on sewing machines and will be responsible for proper care and upkeep while in use.

Hours & Remuneration:

Hours worked will depend on number of campers who sign up for sewing and thus the number of skills we schedule per session.

Sewing will be taught Monday – Friday of the first week of each session and Monday – Wednesday of the second week of each session.

Remuneration is based on whether staff live on or off campus and/or have a daughter attending camp. Call the camp office for rate information.

Camp Daily Schedule:

- 9:00 Arrive for Pre-skill Prep Work
- 9:45 First Skill
- 10:45 Second Skill
- 11:45 Lunch
- 12:30 Third Skill
- 1:25 Fourth Skill
- 2:15 Canteen/Rest Hour
- 3:50 Fifth Skill
- 4:45 Sixth Skill

Job Description for Skill Facilitator at Camp Hollymont

This position was created to provide initial and on-going support, supervision and encouragement for the camp counselors and CITs in their job responsibilities as teachers of the camp skills during the four camp sessions.

Qualifications:

-The skill facilitator must have the maturity, tact, and experience to:

- (1) Supervise staff as they teach skills.
- (2) Evaluate staff as they teach skills.
- (3) Encourage staff in all aspects of their camp experience.
- (3) Recognize safety concerns relating to the skills individually and the camp program as a whole.

-The skill facilitator must be able to navigate campus in a timely fashion. Skill facilitators are expected to visit 90% of the skills offered each skill period.

-The skill facilitator must be physically and emotionally able to cope with the stresses associated with the daily supervision staff and minors.

-The skill facilitator must exhibit an ability and willingness to meet staff qualifications listed in the Hollymont staff guidelines.

Responsible to: Camp Director in charge of Skills (Amy Lewallen)

Works Primarily With: Skill Coordinator, Camp Director, Counselors

Expected responsibilities during skill rotations:

Make sure all staff are:

- On time for all skills
- Have camper rolls
- Call roll each skill and count the campers in the skills (too many campers.....too few campers)
- Check rolls for campers on trips
- Report any missing campers according to camp guidelines
- Have all required equipment to teach their skill
- Provide excellence in their teaching skills
- Engage all campers in the skill throughout the duration of the skill
- Do not allow campers to leave their skills early
- Provide positive encouragements to all campers

Provide the counselors and CITs the following:

- Positive encouragement for excellence in the above expectations
- Provide counselors assistance in their teaching skills if it is noted they need this additional help
- Purchase any equipment they may need. Present this for approval during the morning central staff breakfast.
- Help them to set up for any special activities within any of the skills
- Report any problems you may have with any of the staff in regards to their on-going teaching of skills to Missy.
- Provide any assistance they may need for the skill show

HOLLYMONT STAFF GUIDELINES

Living and Learning with Love and Laughter

Camp Hollymont is a privately owned Christian summer camp for girls. We are here to serve campers and to help meet their needs. Our top priority is the physical, social, and spiritual development of young women. We feel each girl's development in these areas can best be accomplished in a Christian setting and each day includes time for this Christian emphasis.

I PRAY THAT YOU, BEING ROOTED AND ESTABLISHED IN LOVE, MAY HAVE POWER.....
TO GRASP HOW WIDE AND LONG AND HIGH AND DEEP IS THE LOVE OF CHRIST.
EPHESIANS 3: 17,18 (NIV)

We set extremely high goals for ourselves and dedicate our time:

- to give every girl the best in companionship
- to improve her skills and increase her self-confidence
- to give her opportunity and guidance for fun and adventure
- to teach her patience, understanding, independence, and appreciation
- to show her the value of cheerfulness and the joys of unselfishness
- to show her the need for Christ in her life

Staff members have a strong influence on the campers' lives and the effort the staff puts forth determines how positive this influence will be. Camp employment involves long hours, hard work, and selflessness. A summer at Camp Hollymont is a learning experience. Staff members learn the meaning of patience and understanding as they experience the role of mother, sister, and friend.

If you want to make a difference in the life of young women, if you can make our goals your own, and if you can comply with the guidelines below, please fill out the staff application.

STAFF QUALIFICATIONS

CHRISTIAN DEDICATION

We seek to give children from all walks of life positive direction and our hope is for each girl to experience the joys of a Christ-centered life. In our staff we seek dedicated Christians who challenge and inspire. Counselors are responsible for nightly devotions with five to twelve girls.

PERSONALITY

When parents arrive at camp, the first impression you make is the primary basis for their confidence in you and in the camp. Staff members must be able to meet and greet campers and parents - extending to them a gracious, comforting hospitality. Throughout the summer you must have a "servant's heart" to befriend and support the campers and your fellow staff members. A loving, unselfish attitude goes a long way toward encouraging and motivating those around you.

PERSONAL APPEARANCE

Your appearance will play a major role in the impression you make on parents. They know that you are going to be the most important person in their child's life for the next few weeks and that your influence will extend on for years. Therefore it is essential that you are well groomed and verbally and visually discreet.

The practices of body piercing and tattoos are socially excessive amongst our clientele. We ask that you refrain from wearing body jewelry (nose rings, belly rings, etc.) for the duration of your summer employment with Hollymont and that you do not get new piercings/tattoos while you are under contract with Hollymont. Please keep old tattoos out of sight.

We also ask that you not drastically change hair color during the summer.

TRAINING	Knowledge of and skill in at least one major camp activity and the ability to instruct in that activity is required. We are looking for staff who cheerfully and willingly work to accomplish their jobs with efficiency, dedication, and teamwork.
CHARACTER	A staff member's character should be above reproach. She/He is a role model. There is no room on the Hollymont staff for those whose ideals are questionable, whose language is profane or vulgar, whose spirit is pessimistic, or who does not encourage good sportsmanship and Christian living by the way they live and play. If a staff member inspires the admiration of young girls, how important it is that the staff member's life be exemplary!
LIFESTYLE	Staff members should not spend an undue amount of time with personal friends among campers or staff. The administration requests that discretion be used in any personal contact. Overly affectionate conduct or any physical contact that is not deemed proper and appropriate is prohibited. Hollymont is, above all else, a Christ-centered camp. We seek to hire counselors who live Christ-centered lives. It is our belief that homosexuality and pre/extra-marital sexual conduct are incompatible and inconsistent with Christ-centered living. We unequivocally prohibit sexual activity or sexual conduct, of any degree and nature, between counselors and campers. A violation of this policy will result in immediate discharge.
UNHEALTHY BEHAVIOR	The Hollymont staff is responsible for the physical and emotional health of the campers. Everyone in camp is adversely affected when a staff member is struggling (insomnia, depression, self-mutilation, unhealthy eating habits resulting in anorexia or bulimic tendencies, etc.). You will be asked to leave camp if you are a poor role model for the campers and staff or if you are unable to fulfill your responsibilities.
ILLEGAL DRUGS AND SUBSTANCE ABUSE	Young girls are extremely impressionable. Therefore, to provide a camp environment that is strong, clean, and wholesome, Hollymont has a strict rule about no smoking or drinking alcohol. Staff are asked to abstain from the use of these substances entirely during their Hollymont employment (on and off camp property). Failure to do so may result in early dismissal. Illegal drugs are UNEQUIVOCALLY prohibited. Prescription medications are to be taken as directed by the prescribing physician and under supervision of the camp nurse.
WEAPONS	Possession of and/or use of firearms, explosives, knives, and other weapons is prohibited both on the Hollymont campus and at off-campus Hollymont activities.
LOYALTY	Criticism of the camp, its programs, equipment, staff and management, food, or policies in the presence of the girls or fellow staff members is the height of disloyalty. We want to provide the best for the entire camp and welcome suggestions from the staff. A discreet word about problems or grievances should be spoken to one of the camp directors; thus preventing impairment of a potentially strong leader or good program.
A JOB.....NOT A VACATION	The camp directors assume a serious responsibility for the welfare of the girls entrusted to her care. Hollymont is run primarily for the campers and the good of each camper is our first consideration. Working at Hollymont can be lots of fun but you must understand that camp employment entails hard work, long hours, and definite responsibility for the campers in your care. Your priorities must be: GOD, OTHERS, SELF.

Camp Hollymont for Girls

Statement of Faith

During the campers' stay at Hollymont, our desire is to see them grow in their knowledge and love of the Lord. This growth is accomplished by nurturing their relationship with Jesus Christ and by teaching them to have a Biblical World and Life View. In establishing and directing Camp Hollymont, all camp staff are expected to hold to these central beliefs:

1. The Sovereignty of God - The sovereignty of God insists that God is Lord and that He reigns in history and over the entire universe. God creates, sustains, governs and directs everything.
2. Scripture Alone – The Bible is God's word to man. It is man's only infallible and inerrant rule for faith and life.
3. Grace Alone – God's work in man is all of grace. Man has done nothing to deserve or earn salvation. (Ephesians 2:8-9)
4. Christ Alone – Jesus Christ is the sole one who saves. There is no salvation in anyone or anything else. He is the only one sent by God for this purpose.
5. For the Glory of God alone – The primary reason for living is to glorify God and enjoy Him forever.

We recognize that Hollymont staff will come from various church backgrounds and denominations. However, staff members representing Camp Hollymont, will be expected to lead devotions in light of these faith statements, and to answer camp questions in light of the same. In addition to the above statement of faith, staff must also agree to the following lifestyle statements:

Concerning salvation:

Recognizing that we have all sinned and come short of the glory of God, I believe in the Lord Jesus Christ as the Son of God and Savior of sinners and I receive and rest upon Him alone for salvation. I promise, in reliance upon the grace of the Holy Spirit, that I will seek to live as becomes the followers of Christ.

Concerning my relationship with others:

I will respect the beliefs of other staff and campers and will promote only that which is consistent with these statements and Scripture.

I will seek to be led by the Spirit and will not live according to the flesh as outlined in Galatians 5:19-21. Specifically, I will not engage in acts of sexual immorality (including sex outside of marriage, homosexuality, pornography, etc.), nor will I promote or condone any of those activities.

Concerning my relationship with those in authority:

I will seek to have a teachable spirit, a love for others and a willingness to communicate with my co-workers in a biblical manner when conflict arises. I will respectfully submit to the camp leadership and seek to create an environment of mutual respect and compatibility.

I agree to the Statement of Faith and lifestyle statements listed above. My signature indicates I agree to prayerfully live by these statements while employed by Camp Hollymont and failure to do so can lead to disciplinary action.

Printed Name

Signature

Date