

# Job Description for: Returning Counselor

## **CAMP HOLLYMONT FOR GIRLS**

### Qualifications:

- Since counselors must live with the campers, supervise their activities, and meet or assist with individual camper personal needs, counselors must be female.
- Counselors must have completed their senior year in high school and have the work/camp experience along with the leadership skills to demonstrate the maturity and skill level necessary to complete their job.
- We prefer to hire counselors who are 18 years of age. To be accredited by the American Camp Association, we must meet camper/staff ratios. The ACA guidelines mandate that 80% of staff with camper supervisory responsibilities must be a minimum of 18 years of age. ACA guidelines also dictate that staff must be at least two years older than the minors with whom they are working.
- Counselors must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.
- Since counselors are responsible for campers in an emergency, counselors must be physically able to accomplish the evacuation of campers from a building. Counselors should be able to carry a small child a short distance in an emergency.
- Counselors must be physically and emotionally able to cope with the stresses associated with the 24-hour care of minors.
- Since counselors are an important part of the individual cabin cluster's staff team, she must commit to working at least a 27-day camp session, along with attending staff orientation.

### Lodging:

All campers and staff members live in separate housing, grouped by age.

Hummingbird House.....6-9 year olds

Cardinal House.....10-11 year olds

Blue Jay House.....12-13 year olds

Eagle House.....14-15 year olds

A cluster usually consists of four rooms. There are designated rooms for campers and rooms for staff. Depending on the age of the campers and our ratio requirements, there may be another counselor and/or a counselor-in-training in the room with you.

## Responsible to:

- A Head Counselor who supervises your interaction with the campers within your cluster and on the hall.
- The Skills Coordinator and Skills Facilitator who administer/oversee the skills program, answers questions, make/approve skill purchases, and solve problems relating to the skills.
- Camp Directors who oversee all camp activities and staff.

## Responsibilities:

A Hollymont counselor works with her co-counselor(s) to:

1. Wake her campers and make sure they get to breakfast and morning watch.
2. Help the girls clean their rooms and keep track of their personal items.
3. Help get the girls to skills on time.
4. Prepare and lead nightly cluster devotions.

A Hollymont counselor is expected to:

1. Participate in assigned hall monitoring rotations during rest hour and bedtime.
2. Actively participate in all evening activities and make sure campers are in attendance and participating in all evening activities.
3. Teach or assist with skills. (Hiring preference given to those who can teach skills.)
  - a. Teach or assist with four or five classes each skill day.
  - b. Must arrive at the skill site prior to campers.
  - c. Must be prepared with fun activities for a full 50 minute class.
  - d. Consult with the Skill Facilitator regarding lesson plans, skill material purchases, etc.
  - e. Keep a daily attendance roll and report immediately any unexcused absences to the Skill Facilitator or Camp Receptionist.

In all camp activities the Hollymont assistant counselor is responsible for modeling the enthusiasm and cooperative participation that we expect from campers and staff members.

## Daily Schedule:

This schedule is tentative and subject to change prior to the start of the summer. Schedule will be altered for Thursdays, Saturdays, Sundays, Opening, and Closing Days

Revised March 2023

8:00 Wake Up  
8:30 Breakfast  
9:00 Morning Watch  
9:30 Cluster Clean-up  
10:00 – 10:45 1<sup>st</sup> Skill  
10:50 – 11:35 2<sup>nd</sup> Skill  
11:45 – 12:30 Lunch  
12:40 – 1:25 3<sup>rd</sup> Skill  
1:30 – 2:15 4<sup>th</sup> Skill  
2:20 – 3:20 Mail & Rest Hour  
3:25 – 3:45 Canteen  
3:50 – 4:35 5<sup>th</sup> Skill  
4:40 – 5:25 6<sup>th</sup> Skill  
5:30 – 6:15 Dinner  
6:30 – 7:45 Night Activity  
8:00 - 8:15 Evening Watch  
8:15 - Showers & Cluster Devotions  
9:30 - Lights out for Hummingbirds  
9:45 Lights out for Cardinals & Blue Jays  
10:15 Lights out for Eagles

## Returning Counselor Dates and Salary **CAMP HOLLYMONT FOR GIRLS**

**MANDATORY ATTENDANCE:** Staff Orientation - Sunday, June 4 – Friday, June 10

### **CHOOSE A MINIMUM OF TWO ADDITIONAL SESSIONS:**

A Session – June 11-June 23, B Session – June 25-July 7, C Session – July 9-21

Salaries are based on the assumption that each staff member meets the moral and physical requirements and upholds the high standards of Christian leadership as stated in the staff application. The directors may make adjustments as they deem necessary/appropriate.

Please keep in mind that room and board is provided for each staff member. In addition to your salary, Camp Hollymont will be paying Rabun Gap weekly for your meals and lodging.

### **SALARY COMPUTED AS FOLLOWS:**

Second Year Counselor

\$ 2352.00 /summer

Salary quoted is based on seven (7) weeks of summer employment at **\$336.00** per week. The salary will be pro-rated if the counselor leaves early, arrives late, or takes extended leave during the summer.

Hollymont is an equal opportunity employer. Some positions are validated for specific physical or emotional abilities, gender, and/or religious traditions.

# LOOKING FOR **PRESTIGE?** **FAME?** **MONEY?**

We need certified people to staff our skills and activities. Please check at your school, nearby American Red Cross (ARC), etc. for these classes.

Camp Directors will love you, campers will respect you, and you will get extra cash in your paycheck!

## AQUATICS:

### **ARC CERTIFIED LIFEGUARD** (needed for pool activities & swimming skill)

\$100 per 13-day camper session if you are certified by the American Red Cross.

### **ARC WATER SAFETY INSTRUCTOR** (needed to teach swimming)

\$110 per 13-day camper session if you are certified by the American Red Cross.

### **ARC CERTIFIED WATERFRONT LIFEGUARD** (needed for lake activities)

\$150 per 13-day camper session if you are a lifeguard certified by the American Red Cross for both pool and lake (waterfront) activities.

Hollymont will schedule this training during staff orientation for those who are pool certified.

## ARCHERY:

### **CERTIFIED INSTRUCTOR** (to teach archery skill)

\$65 per 13-day camper session if you are certified by the National Archery Association.

## GYMNASTICS & CHEERLEADING:

\$65 per 13-day camper session if you are certified by a gym/professional.

If you have any other skill certifications from professional organizations, please send your certificates/documentation. It never hurts to ask if there's additional money to be earned.

Staff must provide a dated receipt in order to receive reimbursements. If you have questions regarding these fees or other certifications, please email [emily@hollymont.com](mailto:emily@hollymont.com)

PLEASE READ ALL STAFF PACKET INFORMATION CAREFULLY.

# CAMP HOLLYMONT EMPLOYEE MANUAL

## *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.

You became an employee at Hollymont voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise "at will" means that Hollymont may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

## **MISSION**

Our camp motto, "Living and Learning with Love and Laughter", succinctly states our priority to foster each camper's physical, social, and spiritual development in the context of a loving, Christian environment.

- We want Hollymont to be a refuge where campers can disconnect from the outside world and the accompanying stresses and responsibilities.
- We want Hollymont to be a place of recreation where they can re-create, trying new activities and experiencing the joy of familiar traditions.
- We want Hollymont to be a place of restoration where campers can reconnect with God.

# STAFF GUIDELINES AND WORKPLACE RULES

Our campers are young girls who will look up to you as a role model. Accordingly, you are expected to maintain a professional, positive, and enthusiastic demeanor while interacting with campers, their parents, and other employees. Use good judgment in every decision you make while at Camp Hollymont. While it is impossible to list every action that is unacceptable conduct, the following provides guidelines for your behavior. Failure to comply with these workplace rules may lead to disciplinary action. You are always welcome to ask about these guidelines if you need further clarification or advice.

**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 responsibility for the campers in your care.

**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. Hollymont is a Christian summer camp, and we seek to teach a Christian lifestyle in camp activities. Counselors are responsible for nightly devotions with five to twelve girls.

**A Servant's Heart:** When parents arrive at camp, the first impression you make is the primary basis for their confidence in the camp and you as a counselor. 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.

**Camper Welfare:** The first responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. Staff members should avoid being alone with a camper (outside of the view of other staff members). This is for the protection of the camper and the staff member, as well as Camp Hollymont.

**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 your professional appearance is neat, clean, modest and appropriate.

Please dress comfortably. You may wear camp T-shirts or other clothing, so long as it does not display a message that is inappropriate for camp. Clothing should not be excessively short, tight, or expose undergarments. T-shirts should not be excessively long to the point in which your shorts are not visible. Bathing suits should be one-piece and provide full coverage. You must cover or remove all body jewelry (except earlobe studs) and tattoos while at camp. Hair color must be a natural color, and we ask that you do not change your hair color significantly during the session. If you have any questions about appropriate appearance, please contact the camp directors.

**Speech:** Your speech should encourage good character, good sportsmanship, and Christian living. You may not use language that is profane or vulgar.

We want to provide the best for the entire camp, and we welcome suggestions from our staff. We also want to provide a positive experience for our girls. Please do not criticize the camp, its programs, equipment, staff and management, food or policies in the presence of the campers or their parents. We encourage you to direct your concerns to the Camp Director to ensure we promote good programs and strong leaders.

**Supervision:** Unless on an approved break, staff must be with their group at all times and be aware of the location of all the campers in their charge.

**Personal Contact:** It is important to use your discretion in your personal contact with campers and staff. Staff members should not spend an undue amount of time with personal friends among campers or staff. Overly affectionate or physically invasive contact that is inappropriate in the camp setting is prohibited. Sexual activity or conduct, of any degree or nature, is strictly prohibited at camp, whether between staff or with campers. Physical punishment or hazing is also strictly prohibited. Because we work with young girls, it is extremely important that you report any inappropriate physical or verbal conduct to the directors.

**Communication:** While we encourage healthy communication between campers and staff at Hollymont, all communication outside of camp between campers and staff, or between staff and parents, must be approved by the Camp Director. All communication should be professional, free from profanity or vulgarity, and appropriate. If you receive any communication from a parent, you must promptly present it to the Camp Director.

**Social Media:** We recognize that staff may be active on social media. At the same time, children are especially at risk of abuse, harassment, and invasion of privacy online. Inappropriate posting and online relationships expose both staff and Hollymont to potential legal risk. As a result, personal relationships (friending or following) on social media with campers is prohibited without obtaining written parental or custodial consent which must be provided to the Camp Director. Please ensure you set the highest privacy setting to prevent anyone other than your authorized friends to view or connect with you on these sites.

- You may not record or post pictures, video or audio of campers or Hollymont, or describe camp activities with any personally identifying information, without prior permission from the Camp Director. You may never record images of private areas, such as cabins, bathrooms and shower rooms.
- You may not carry or use your cell phone for any purpose, including posting on social media, except during your time off.
- Do not disclose confidential or proprietary information about Hollymont, its staff, clients or third parties. Confidential information includes any personally identifying information about any camper (such as pictures or names).
- Do not accept from or request to any camper to friend or follow on any social media platform or application at any time without obtaining written parental or custodial consent which must be provided to the Camp Director.
- You may not use Hollymont equipment or communication tools to violate any laws, or to harass, bully or discriminate against any other party. You may not use Hollymont's logo except as authorized by the Camp Director.
- You must clearly identify yourself (including your name and position) when posting or communicating on behalf of Hollymont.
- Employees may note their position at Hollymont on personal social media. If your profile or signature identifies you as a Hollymont employee, however, you must post "This statement does not reflect the views of Camp Hollymont". If you choose to like, follow or friend Camp Hollymont on social media, please be professional and appropriate when posting.

Hollymont takes the risk of harm to our campers and reputation from inappropriate social media use very seriously. Consequences of violating these workplace rules may result in discipline, including confiscation of the inappropriate images/recordings and termination of employment. Please contact the Camp Director if you have any questions about use of social media in relation to Camp Hollymont.

**Healthy Behavior:** Hollymont staff is responsible for the physical and emotional health of our campers. You should report any concerns you have about a camper or staff member's physical, mental or emotional health to ensure we provide proper support. Everyone in camp is adversely affected when someone is struggling.

If you or another counselor are suffering from any issues that affect your/their ability to work, please contact the Camp Director. Such conditions might include a physical injury, insomnia, depression, self-mutilation, unhealthy eating habits, or other conditions that prevent staff from fulfilling their responsibilities or campers from enjoying activities. Likewise, if you observe such behaviors or conditions harming a camper, please notify the Camp Director.

**Valuables:** Pets, computers, jewelry, and electronics are prohibited at camp. Any other valuables that you bring should be kept secure in your locked suitcase or trunk. Hollymont reserves the right to limit or manage personal items at camp; this may include requiring you to secure such valuables in the camp office or return them home. You may have your cell phone at camp, but carrying or using cell phones is prohibited except during time off. Hollymont is not responsible for any loss or damage of your possessions at camp.

**Tips/Gratuities:** We expect our staff to treat all campers equally. Occasionally parents or relatives of campers will give the staff a tip or gift (cluster counselor, utility crew luggage handler, etc.). While you should not expect and may not ask for tips, you are permitted to accept gratuities. We recommended you respond with "Thank you so much. I wasn't expecting anything but I certainly appreciate your generosity."

**Facilities:** All staff are responsible for care of the Hollymont/Rabun Gap School buildings and equipment. Camp vehicles and camp animals are not available for personal use without prior approval of a camp director.

Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Office phones are for camp business only.

Staff must keep their vehicles on campus locked. Campers are never permitted in staff personal vehicles.

**Community Relations:** Staff are asked to be sensitive to the residents of the Rabun Gap School campus and in the communities near the Hollymont/Rabun Gap School campus. Each staff member represents Hollymont in his or her dealings with members of the local communities, as well as behavior off campus.

**Confidentiality:** In some circumstances, campers may entrust you with (or you may learn of) private information. Hollymont supports protecting the trust and confidentiality of our campers. If you learn of any abuse or serious neglect of any camper, however, you must report it to the Camp Director.

You may also learn confidential information about Camp Hollymont during your employment. This might include confidential information about camper or client information, medical information, camp processes and procedures, financial information, marketing strategies, and other proprietary information. Do not discuss this confidential information outside of work, or at camp with anyone who does not have a need to know such confidential information.

## COMPENSATION AND BENEFITS

Your employment offer letter outlines your pay. Other compensation and benefits are listed below:

**Room and Board:** For Hollymont's convenience, free lodging and meals are provided on campus during camp. You will not be permitted to leave campus for meals except during your limited time off. Living at camp is provided to you as a condition of your employment. Please keep your living area neat and clean. Valuables should be kept locked in your trunk or suitcase brought from home.

**Insurance:** Worker's compensation insurance is carried by Hollymont on each employee for work-related injuries or illnesses. This insurance does not cover non work-related injuries/illnesses. You should carry and maintain your own health insurance policy.

**Pay Period:** Camp counselors are paid the rate set forth in their job offer letter. Please note that as a seasonal employer, Hollymont is exempt from minimum wage and overtime requirements set forth in state and federal law.

**Cash Advances:** Staff will be allowed credit at the camp store and canteen for purchases. Cash advances on salary may be obtained from the administrative director with sufficient advance notice. (24 hour notice for Tuesday-Friday advances and 48 hour notice for Saturday-Monday advances. Individual cash advance will not exceed \$50 without approval from Administrative Director.)

**Time Off:** Time-off periods will be scheduled as regularly as possible but necessarily at the convenience of the camp program. During each 13-day camper session, hall staff will receive one day off (8:30 a.m. - 5:30 p.m.) and 1 night off (5:40 p.m. - 11:40 p.m.), scheduled by the Camp Director. Factors considered in granting time off include but are not limited to cluster/hall obligations and daily skill responsibilities. In some cases, with advance permission only (minimum 1 month notice), days off may be accumulated to provide successive time off.

Staff with cluster responsibilities will have a total of two hours daily free time (given in increments of 30-50 minutes). You must remain on campus during your free time.

Absences beyond those specified as days off or short-term sick leave, or requests for unpaid leaves of absence, will be considered by the directors and granted on a case-by-case basis at the convenience of the camp. Such absences are given under limited circumstances (for example, in case of the death of an immediately family member) and the Camp Director may require documentation in some cases.

**Health Services and Physical Examination:** It is important that you are able to perform your job duties safely, and that we are aware of any allergies, illnesses or conditions that may require our response at camp. After you are offered employment but prior to arriving at camp, you will receive a health history form and health examination form to complete. Please provide the form to the business office upon your arrival at camp. This information will be kept confidential, but you may wish to share information about life-threatening allergies or other conditions with other staff members to allow a prompt response.

A registered nurse is on duty at camp and staff members have access to his/her services as needed. Outside medical care, including the cost of prescriptions, doctors, or hospital visits must be paid for privately or through your personal health insurance. Job-related injuries and illnesses are covered under worker's compensation illness.

**Sick Leave:** If you are unable to work because of illness or injury, you must see the camp nurse. The camp nurse will notify the Camp Director if sick leave is required. You may be moved to other facilities during sick leave for your comfort and other campers' health and convenience. If you are unable to work for the remainder of your term due to illness or disability, please notify the Camp Director. Please see the **Disability** policy if you have any questions about Hollymont's accommodations for staff with disabilities.

**Weapons Prohibited:** If you hear any threat of violence or see any violent behavior, please notify your supervisor immediately. As a Christian summer camp, possession of and/or use of firearms, explosives, knives, and other weapons is strictly prohibited both on the Hollymont campus and at off-campus Hollymont activities. Violating this policy will result in disciplinary action, which may include dismissal for a first offense.

Hollymont reserves the right at any time and at its discretion to search all rooms, vehicles, suitcases, trunks, packages, containers, purses, lockers, desks, and enclosures for the purpose of determining whether any weapon or other prohibited items is on premises in violation of this policy. Employees are notified prior to any search, except in an emergency, and searches will be conducted as discreetly as is reasonably possible. A search is part of an investigation, not an accusation of behavior. Employees who fail or refuse to promptly permit a search under this policy may be subject to discipline up to and including termination.

**Evaluation:** We will provide evaluation and feedback to ensure staff meet required standards, and training to ensure those standards are met. You can anticipate an evaluation during orientation week and subsequent sessions. If you wish any feedback before a scheduled evaluation, please don't hesitate to contact your supervisor or the Camp Director.

## **EQUAL EMPLOYMENT OPPORTUNITIES**

**Discrimination:** To give equal employment and advancement opportunities to all people, Hollymont makes employment decisions based on each person's performance, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age over 40, disability, genetic information, veteran status, sexual orientation or identity, or any other characteristic protected by law. We make our employment decisions based on the needs of our campers and required job duties, in accordance with defined criteria.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in undue hardship to Camp Hollymont.

Our Equal Employment Opportunity Policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with the Camp Director. You will not be punished for asking questions about this or reporting discrimination. We will promptly conduct a discreet investigation. If we determine that anyone was discriminating illegally against another employee, that person will be subject to disciplinary action, up to and including termination of employment.

**Disability:** Camp Hollymont is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures are intended to provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual. It is the employee's responsibility to let the employer know of any disability that affects their ability to perform required job functions.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progressions, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

Camp Hollymont is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. Camp Hollymont will comply with any state or local law that gives more protection to a person with a disability than the ADA gives.

### **Sexual Harassment**

As a Christian summer camp, we want all staff and camp to work free from any form of unlawful harassment, including sexual harassment. Sexual harassment constitutes discrimination and is prohibited by state and federal laws, and Hollymont will not tolerate any unlawful harassment. Supervisors, employees, parents, and contractors are strictly prohibited from engaging in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal of the offending employee or termination of the client or contractor relationship.

When we use the term "sexual harassment", we mean either:

Quid Pro Quo – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when: (1) an employee is asked to submit or agree to inappropriate conduct as a term or condition of her/his employment; or (2) an employee's submitting to or rejecting inappropriate conduct is used as the basis for employment decisions (positive or negative).

Hostile Environment – Illegal sexual harassment also occurs when sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Retaliating against an employee who rejects sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement
- Retaliation for reporting harassment or threatening to report harassment

Any employee, who believes s/he has experienced such conduct by anyone, including a supervisor, co-worker, parent, or by persons doing business with or for Camp Hollymont, should tell the offender that such conduct is unwelcome and unacceptable. You should also immediately report such conduct to the Camp Director. If you observe another counselor, camper or other person being unlawfully harassed, you should follow this same policy.

If you have a question about any type of harassment at work, talk with the Camp Director. You will not be punished for asking questions about this or reporting harassment. We will promptly conduct a discreet investigation. If we determine that anyone was illegally harassing another employee, that person will be subject to disciplinary action, up to and including termination of employment.

## DRUG AND ALCOHOL USE

Young girls are extremely impressionable. Therefore, to provide a Christian camp environment that is strong, clean, and wholesome, Hollymont has zero tolerance for any drinking, smoking, or use of illegal substances (or illegal use of prescribed substances) while working or at camp property (including parking areas).

You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others. Lawfully-prescribed drugs must be kept in a secure location. Counselors should store medications and supplies in a locked trunk or with the camp nurse.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. If you violate this policy, there could also be legal consequences. If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor without fear of retaliatory action.

**Drug and Alcohol Testing:** Hollymont may require drug and/or alcohol testing if you are involved in a work-related accident requiring outside care, or if we have cause or reasonable suspicion to believe you are in violation of this policy.

All testing will be conducted in compliance with Georgia law. In the event the Camp Director reasonably suspects you are in violation of this policy, you may be asked to consent to a search of your property. Failure to consent to drug or alcohol testing, or to a search of your person or property, may result in your termination.

## DISCIPLINARY PROCESS

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at Hollymont.

We believe that a Christian environment requires that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Hollymont may use progressive discipline at its discretion. This policy does not create a contract or obligation for Hollymont to follow this discretionary procedure.

Disciplinary action may be any of the following four steps:

1. verbal warning
2. written warning
3. suspension
4. termination of employment

We will consider the severity of the problem when deciding which step to take. There may be circumstances when one or more steps are bypassed, leading to a more serious response. In most cases, progressive discipline means that we will normally take these steps in the following order:

1. a first offense may call for a verbal warning
2. a second offense may be followed by a written warning
3. a third offense may lead to a suspension
4. still another offense may then lead to termination of employment

By using progressive discipline, we hope that most employee problems can be corrected at an early state, benefiting both the employee and Hollymont.

## ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE MANUAL

Staff member name: \_\_\_\_\_

I acknowledge that I have received a copy of the Camp Hollymont Employee Manual. I have had an opportunity to review the policies in the Employee Manual, and I agree to abide by these policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Camp Hollymont for Girls: Staff Statement of Faith

During the campers' stay at Hollymont, our desire is to see them grow in their knowledge and love of the Triune God (God the Father, God the Son, God the Holy Spirit). 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, the camp owners hold to these central beliefs:

1. The Sovereignty of God – The Lord God Almighty is omnipotent, omnipresent, and omniscient. He reigns from the beginning of time, through all history, and into eternity and beyond. 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. Psalm 119:11 I have hidden your word in my heart that I might not sin against you.
3. Grace Alone – Man has done and can do nothing to deserve or earn salvation. It is God's grace that extends the gift of salvation to each person in this lost and dying world.
4. Christ Alone – God sent his one and only son, Jesus Christ to earth. He lived a human without sin, died a perfect sacrifice for our sins, and was raised from the dead by the Heavenly Father to claim victory over death, hell, and the grave. He is the only possible way of reconciliation between a holy God and sinful mankind. There is no salvation in anyone or anything else.
5. For the Glory of God alone – The primary reason for living is to glorify God bringing him pleasure by our praise, worship, and obedience.

**While recognizing that staff come from various church backgrounds and denominations, as a staff member representing Camp Hollymont, you are expected to hold to these central beliefs and we ask that you agree to the following statements:**

1. I confess that I am a sinner in the sight of God, justly deserving His displeasure, and that I am without hope except in His sovereign mercy.
2. 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.
3. I promise, in reliance upon the power, presence, and guidance of the Holy Spirit, that I will seek to live in obedience to God's Word as becomes a follower of Christ.
4. I will respect the beliefs of other staff and campers and will promote only that which is consistent with Scripture and reiterated in the Hollymont statement of faith.
5. I will answer questions in devotions in light of these faith statements while encouraging the campers and fellow staff members to respect each other's differences.

Signed \_\_\_\_\_ Date \_\_\_\_\_