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## VOLUNTEER POLICY

Each summer Kenosee Lake Bible Camp relies heavily on the ministry of those who give of their time to serve at camp cooking, cleaning, and maintaining the camp grounds. The service of our volunteers maintains the policy that KLBC exists as an arm of the local churches, while at the same it time acts out a beautiful picture of Christians joining together to serve the Lord in ministry.

Kenosee Lake Bible Camp deeply appreciates those who give of their time to this ministry. At the same time we expect that our volunteers will adhere to each of the rules and policies put forward by the board of directors and will submit to the leadership of Kenosee Lake Bible Camp staff while serving at the camp. What follows are the expectations that each volunteer must submit to in order to serve at the camp while the camp is in season.

- a) Each volunteer must submit a completed, signed copy of the volunteer application, a current Criminal Record Check (record checks must be updated every 3 years), as well as two positive references before they will be allowed to volunteer at camp. Those who fail to produce any of the above documents will not be allowed to participate in the camp's ministry.

"Completing a ministry volunteer application form may be uncomfortable for some individuals, yet we need to keep the bigger picture in mind as we attempt to protect those in our churches who are vulnerable. We recognize that the ministry volunteer application form is extensive and we wish we did not have to ask some of these questions. However, in our desire to reduce the risk of abuse within our ministries, we believe the information is necessary to protect our children, youth, and volunteers." ("In Safe Hands" – pg 9)

- b) Upon arrival at Camp, all volunteers will be required to receive orientation on the In safe hands policy. Upon completion all volunteers will sign to indicate they have been trained and understand the standards and expectations.
- c) We at KLBC recognize that many of our volunteers choose to volunteer alongside their family members at camp, and we would encourage families to do this. However each family member must meet the requirements individually before they will be approved to volunteer. As well each family member must be pre-registered with

the camp office in order to ensure that living quarters are available. As such each week we only require a certain number of volunteers to fill the different positions. Excessive amounts of volunteers will be discouraged as extra people can quickly become taxing on the camp's resources.

- d) All volunteers will be expected to adhere to the camp's "lights out" rules. As well volunteers are ask to attend chapel at least once a day. By attending chapel volunteers will be able to experience parts of the ministry they are assisting in, and will be encouraged with strong biblical teaching. However while attending chapel volunteers are asked to sit at the rear of the chapel for the purpose of allowing campers access to the closest seats. Volunteers should not sit among campers.
- e) Volunteers are not permitted to bring along with them any household pet. Pets present potential safety hazards to our campers, while bringing with them added potential health risks.
- f) Parents bringing with them children who will not be volunteering on a full-time basis will be required to cover any tuck expenses their child(ren) may incur.
- g) Volunteers are asked to follow the job descriptions provided at the beginning of the week. If they have questions about their duties they should speak to a member of the leadership team.
- h) Volunteers are not permitted to join in camp activities for the purpose of maintaining a level of protection between them and the campers (see In Safe Hands Policy). The exception to this point is in the case of chapel, and times when volunteers will be entering areas of the camp where campers are present for the purpose of fulfilling their volunteer duties.