



Camp Timberline Job Requirements for All Staff

Work Environment:

The work environment at Camp Timberline is unique. All Staff should be able to perform the essential functions of their position within this environment:

- Daily activity takes place at a starting altitude of 5200 feet for Day Camp locations and 9400 feet for overnight camp. Physical activities may be strenuous at times and may take staff up to 12,000 feet.
- Temperatures may go above 95 degrees at Day Camp locations.
- Overnight camp terrain is rustic and mountainous.
- Staff accommodations consist of shared, cabins, church buildings, or host homes for multiple weeks. These accommodations may occasionally have limited privacy and less comfortable sleeping arrangements.
- The group-based or community-living environment involves high social interaction each day.
- Duties require extensive hours each day being the caretaker for youth that includes standing, swimming, athletic activity, ropes course participation, and lifting and carrying camper items and program supplies that may be over 30 pounds.
- Staff are expected to self-manage and promote good mental, emotional, and physical health in a team environment.
- Overnight camp staff live in remote and highly engaged environments for multiple weeks with minimal communication outside of camp except for time off periods (much like a mission trip).
- Staff do not have access to internet or mobile devices during working hours unless they are assigned a computer for their job.
- A health care professional will be available at overnight camp when summer camp is in session. There is no health care professional at Day Camp locations. For more urgent or extensive care, local clinics/hospitals are utilized in the Estes Park area and near Day Camp sites.

If you have other health needs (ie. allergies, asthma, etc.), please contact one of our Directors for expectations and services available.

Minimum Job Requirements:

- Belief in the truth and power of the Gospel of Jesus
- Strong Christian faith and active relationship with Jesus Christ
- A firm belief in the complete truth of scripture
- Godly character, integrity, and adaptability
- Joyfulness, patience, kindness, self-control
- Able to develop fun, positive relationships with campers
- Concern and proactive approach to camper safety (emotional, mental, physical, and spiritual)
- Focus on kids
- Ability to live and work well in community and team dynamic
- Possess a strong and dependable work ethic, including being on time and responsible for all duties.
- Ability to perform under challenging work conditions (hot temperatures, less sleep, and longer work hours)
- Ability to accept supervision and constructive criticism
- Current Adult and Pediatric CPR certifications
- Wilderness First Aid certifications (course available through camp during Staff Training)



Camp Timberline Statement of Faith

The sole basis of our belief is the Bible, composed of sixty-six books of the Old and New Testaments. We believe that the Scripture was uniquely and fully inspired by the Holy Spirit, and was given through the instrumentality of chosen men. We hold that the Scriptures are infallible and without error in the original manuscripts. They are the unique, full and final authority on all matters of faith and practice, and there are no other writings similarly inspired by God.

1. There is only one true Holy God, eternally existing in three persons – Father, Son and Holy Spirit – each of whom possess equally all the attributes of deity and the characteristics of personality.
2. Jesus Christ is God, the living Word, and the second person of the Trinity, who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Thus, He is perfect Deity and true humanity united in one person forever.
3. He lived a sinless life and voluntarily atoned for the sins of all men by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone.
4. He rose from the dead in the same body, though glorified, in which He lived and died.
5. He ascended into heaven and sat down at the right hand of the Father where He, the only Mediator between God and man, continually makes intercession for His own.
6. Man was originally created in the image of God. Man sinned by disobeying God. Thus, he was alienated and separated from his Creator. That historic fall brought all mankind under divine condemnation.
7. Man's nature is corrupt and in need of the saving grace of God.
8. The salvation of man is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony, and must be personally appropriated by repentance and faith.
9. The essential accompaniment of a genuine saving relationship with Jesus Christ is a life of holiness and obedience, attained by believers as they submit to the Holy Spirit, the third person of the Trinity. At the point of salvation the Holy Spirit permanently indwells every believer.
10. The Holy Spirit guides believers in understanding and applying Scripture. His power and control are appropriated by faith, making it possible for the believer to live with Christ-like character and to bear fruit to the glory of the Father.
11. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
12. Jesus Christ will come again to earth, personally, visibly and bodily, to consummate history and the eternal plan of God.
13. The Lord Jesus commanded all believers to proclaim the gospel throughout the world and to disciple men of every nature. The fulfillment of the Great Commission requires that all worldly and personal ambitions be subordinated to total commitment to "Him who loved us and gave Himself for us."



Staff Code of Conduct and Scriptural Belief Agreement

Our hope is that through this Code of Conduct and Scriptural Belief Agreement, Camp Timberline is a safe and healthy place for kids to experience the love of Jesus. Please review these two sections below:

Staff Code of Conduct

- Camp functions best when staff are flexible and willing to serve wherever Camp Timberline has a need.
- We ask that all staff support and respect the authority of their peers in leadership.
- Camp desires to be a gossip free ministry, one where conflict will be addressed directly with the appropriate person. Therefore, we ask all staff to choose positivity, avoid drama, and address any issue with prayer and counsel when necessary.
- We also require all staff to refrain from drinking alcohol, using tobacco, legalized substances, and drugs while on contract.
- We expect all staff to adhere to camp's sexual misconduct policy, which is to refrain from any inappropriate sexual contact outside of the context of heterosexual marriage.

Scriptural Belief Agreement

Camp Timberline stands firm in its belief that Scripture is the inherent word of God in its original manuscripts and how we approach our broken world is a direct reflection of that belief. We believe that all have sinned and fallen short of God's beautiful and wonderful design for our lives. While we hold strong to our beliefs and convictions on these hard topics, we know Jesus' message was overwhelmingly one of love. We want to love as Jesus did, by building relationships with sinners with the hope that through the love of the Gospel, they will turn from their sin to a life of freedom. Though these topics are becoming harder to navigate in our fractured world, Jesus established what is true. So, we choose to follow Him.

The following are Camp Timberline's stance on issues that have become divisive in our culture. We do not want to ignore them, but look to Scripture and what Jesus has to say about each of the following:

Alcohol and Drugs

Camp Timberline believes that we are called to drink alcohol only in moderation and when legally allowed to do so. We believe that we are to be sober of mind, not controlled by any external substance that may impair our judgement.

- Proverbs 20:1, Luke 21:34, 1 Peter 5:8

Abortion

Camp Timberline passionately believes that every human is first and foremost a creation of God. We believe that life is created and beautifully designed by the Father and therefore starts at conception. Jesus showed a special affection for young people and believing the Father's love for them is unique.

- Exodus 20:13, Matthew 15:19, Romans 13:9, Matthew 21:15-16, Matthew 18:2-6

Prejudice

Camp again passionately believes that every human is first and foremost a creation of God and in the direct image of God. We believe that the mistreatment of any of his creation due to skin color, race, religion, sex, or demographic is wrong.

- Galatians 3:26-28, Mark 12:31

Sexual Immorality

Camp Timberline believes that God beautifully designed sexual relations to be enjoyed strictly in the context of marriage between a man and a woman. Jesus affirms God's design and purpose for marriage. We believe that any action that goes against God's design and purpose for marriage is considered as sexual immorality. That includes but is not limited to affairs, pornography, masturbation, premarital sex, and homosexuality.

- Genesis 1:26-27, Matthew 19:5, Mark 10:7-8, Heb. 13:4, 1 Timothy 1:10



SUMMER STAFF POLICIES AND PRACTICES

The staff at Camp Timberline are a group of committed Christians who are excited about seeing the life of Jesus Christ become real in the lives of kids. This is accomplished in an environment of athletics and mountain adventure. This ministry works because of God's power through us and each staff member's commitment to serve, love, and encourage kids. These are the overall Staff Policies and Practices, for further detail and information, please refer to the Staff Playbook.

OUR MISSION:

To reach and strengthen kids for Christ through sports and mountain adventure.

Ministry Focus

Campers are our number one priority at Camp Timberline. Each day is spent connecting, caring, mentoring, and leading them through the camp experience. Staff are the pace-setters for each day and expected to be with campers and actively engaging them whenever they are on duty. As the primary caretakers of youth, staff also oversee camper self-care by guiding them in good hygiene, healthy choices, proper diet, staying hydrated for outdoor activities, and getting adequate sleep. It is a 24-hour, full week job that requires stamina, self-control, and intentional connections with youth.

Room & Board Allowance

Overnight Camp

Room and board is provided in the form of cabin-type lodging to staff members while employed by Camp Timberline. Due to housing limitations for campers and retreat guests, staff are required to depart camp by 11:00am the day after their employment ends unless cleared by a Camp Director.

Day Camp

Room and board is provided to Day Camp staff while employed by Camp Timberline via host homes or churches each week. Sleeping arrangements will vary and staff must be flexible with what is offered by each church/host partner. Food and lodging are the staff member's responsibility if they choose not to stay at their host home during weekend time off.

Food Preferences and Allergies

Overnight Camp

Camp Timberline provides meals to staff during the camper session. Camp Timberline cannot be responsible for additional food expenses due to allergies, unless otherwise required by law for a disability accommodation. The Food Service Director can be consulted about weekly menus so that other meal options can be provided, but this can only be from current inventory. Any alternative food must be provided at the staff member's expense and food can only be stored in the kitchen if approved by the Food Service Director. Please discuss any health concerns with a Camp Director so that any additional service can be determined ahead of time.

Day Camp

Camp Timberline provides meals either directly, via church volunteers, or through host home families. Camp Timberline, the church or host home cannot be responsible for additional food expenses due to allergies, unless otherwise required by law for a disability accommodation. Any alternative food must be provided at the staff member's expense and stored at the church or host home. Please discuss health concerns in a timely manner prior to arrival with the Day Camp Director and each host home so each can be aware and available to help if possible.

Health Statement & Medications

All staff are expected to perform the essential functions of their position as well as successfully operate within Camp Timberline's unique work environment, as described in their job description(s).

It is very important that staff self-manage and promote good mental, emotional, and physical health as a part of the summer staff team. Staff must also communicate any health needs (ie. Allergies, asthmas, etc.) to a director before starting employment at Camp Timberline so that expectations and available services can be discussed.

In case of an incident that is not the result of an on-the-job injury requiring x-rays, prescription drugs, services of a hospital, physician, dentist, ambulance, or related services, the charges and transportation will be the responsibility of the staff member or the staff member's insurance carrier. For any workers compensation related incidents, a designated provider/clinic must be used. Staff should ask a Camp Director for locations prior to going and return documentation from the visit within 24 hours.

Should a staff member become sick and miss time during the normal camper week, time off previously scheduled for that session will not be available to the staff member under the Camp Director's advisement. It is our goal to have staff in relationship with kids the maximum amount of time during the week.

At no time will a staff member administer medicine to campers or staff. Only the Camp Nurse/Doctor or Day Camp Leadership may administer prescription medications, over-the-counter medication, and make medical assessments. All prescription medication (for both camper and staff) must be locked in the Health Station or in a lockable box for Day Camp. Only rescue inhalers and EpiPens can be kept in the cabin or in a camper's backpack. All staff medications must be labeled with proper labels—name, dose, doctor name, dated, etc. Dispensing medications will always be done at meal times or bedtime unless prescribed differently.

Overnight Camp

A health care professional (doctor or RN) will be available on the property when campers are in session (not during staff training) and more extensive care is provided by local hospital and clinics in Estes Park, about 20 minutes away from Overnight Camp. There is no charge for minor medical attention at the camp health station.

Day Camp

There is no health care professional (doctor or RN) at the Day Camp sites but local clinics and hospitals will be accessible each week as the site changes.

Internship Credit During Summer

Camp Timberline has a variety of summer roles that can be utilized for internships with colleges and universities. Potential staff members interested in an internship are responsible for communicating with a Camp Director and gaining approval for the registration of such credits during the hiring process so camp knows the expectations and requirements for each program. Please note, a camper's experience and the fulfillment of a staff member's role must never be compromised in pursuit of internship credit.

IMPORTANT: This option does NOT apply to general online classes during summer employment. Our summer positions do not allow enough time for completion of these classes.

General Appearance

Camp Timberline wants to convey a professional image to campers and parents. Because parents seek role models for their children, it is important to consider their viewpoint and not give any reason to question our care. It is a simple way to get a camper's week started off right! Thus, staff are expected to practice good hygiene, be presentable in appearance and support the sport and mountain adventure culture of camp.

Males need to maintain clean and presentable facial hair and hair styles. Shirts must be worn when female campers are on the property.

Males cannot wear short (track) shorts except for competitive running events or practice. No underwear showing or sagging. No Speedo briefs for swimwear. No tight fitting shirts or pants.

General Appearance Continued:

Females should not wear spaghetti-strap tops, shorts that are shorter than mid-thigh, halter tops, low neckline or see-through shirts, and tight shirts/pants/shorts to camp. Bras and underwear must be worn to all events and not have any portion of them showing. No sports bras without a t-shirt. Swimsuits should either be one-piece or a tankini where the top touches the swimsuit bottoms.

All staff may wear, and are encouraged to have a watch. Piercings other than ear and nose rings must be removed prior to camp. Inappropriate tattoos must be covered at all times. Staff should not acquire new piercings, tattoos, or an abnormal change in hair color during time off as well.

Relationships

Building great relationships with kids is a key component of our mission. Romantic relationships between campers and staff members are NEVER permitted while on staff at Camp Timberline. In order to maintain our focus on the campers and the mission, romantic relationships between staff members are not encouraged during the summer. If a staff member enters into employment with an existing relationship at camp, both individuals are expected to perform their job responsibilities first, not distract from the camper's experience or cause them to focus on the romantic relationship, and be an integral part of the summer staff team.

Time Off

Camp Timberline is a full-time ministry, and each employee is expected to be at camp or in the program location engaged with campers at all scheduled times except for the following time off periods listed below. Time off is meant for staff to relax, fellowship, and prepare emotionally, physically, and spiritually for the next event with campers.

Please Note: All time off is subject to the Camp Directors' discretion if illness and/or extenuating circumstances prevent the staff member from working the contracted dates.

Overnight Camp Time Off

- **In-Between Sessions:** After a short staff meeting on Saturday ending at 4:00pm in the Lodge, staff are dismissed until Sunday at 11:00am. When staff report back to work on Opening Days, each person needs to be in uniform (staff shirt and appropriate shorts/pants & shoes), vehicle parked in the appropriate location, moved into assigned cabin, and area is clean for camper arrival. It is **VITAL** to start Opening Day on time.
- **A Weekly Night Off** is scheduled for each staff member on either Monday or Tuesday from 5:00pm-9:30pm. Staff members will rotate between these two days and are expected to report back to camp no later than 9:30pm. This is an opportunity to enjoy time off camp, build staff community, and relax. Staff are encouraged not to travel more than one hour away due to the timeframe provided. Staff will not be allotted a Weekly Night Off if a "24" is taken (full-summer staff only) or a full day or more is spent in the Health Hut due to illness for that week.
- **Cabin Kickback is a scheduled time for campers to relax after lunch.** Counselors have the option to use Cabin Kickback as another break during the week. However, at least one counselor needs to be with the campers AT ALL TIMES! Together, the co-counselors in each cabin need to cover each other and rotate the opportunity to have additional free time. This is the one, free time counselors have where they are **not allowed** to leave camp (with the exception of going for a run, hike, walk, or bike ride within 5 miles of the camp property).
- **Covenant Time Off - CTO's** are 2.5-hour blocks of time for a small group of staff to spend together over lunch one day each week. These times are for relaxation and fun, as well as intentional time for fellowship, sharing, prayer, and accountability. Covenant Group's typically eat out for lunch so staff should be prepared to pay for their meal. If this is an issue, please discuss it with the Covenant Leader or Summer Camp Director. If more than two days are missed due to illness or for a reason other than listed above during a camper session, the staff member forfeits the CTO for that week.

Time Off Continued:

Day Camp Time Off

- In-Between Sessions: Camp ends on Friday afternoon when the church is clean and equipment is loaded in the trailer. Staff are dismissed until Sunday at 3:00pm to set up the next church location. **Staff may stay at their host home until the following Sunday but if they choose not to, staff must make their own arrangements for the weekend.** When staff report back to work on Opening Days, each person needs to be in uniform (staff shirt and appropriate shorts/pants & shoes), vehicle parked in the appropriate location, and Day Camp site is prepared and clean for camper arrival. It is **VITAL** to start Opening Day on time.
- Nights Off: Due to the unique nature of Day Camp, staff have each night off after daily clean-up and meetings are completed, usually around 5:00pm. Staff will then go to their host home for dinner and a free evening. This time is crucial for rest and renewal from all the high-energy activities and kids that are unique to Day Camp. One weeknight will be designated as a staff night-out for all to participate and build community. Thursday evening will also be designated to load the trailer with equipment and write camper certificates before departing for dinner at the host home.

Weddings & Graduations - Time off for weddings and other special occasions must be discussed and approved prior to employment with a Camp Director. Wedding time off will only be excused for immediate family events and staff participating in the wedding party. Based on the amount of time off requested, some of the leave may count toward the staff member's weekly night off or Covenant group time.

Leaving Camp Property & Representation in the Community

Staff are expected to represent camp in a positive and respectful way whenever they are off camp and at a church location or host home for Day Camp.

Overnight Camp

You are free to leave camp property during your time off as long as it does not interfere with your work responsibilities and you respect the 10:00pm quiet hours. Camp Timberline must account for every staff member at all times, therefore staff members must sign out at time of departure and back in upon returning to Overnight Camp. Staff are expected to represent camp in a positive and respectful way whenever they are off duty.

Curfew

Overnight Camp

In order to maintain focus, energy, and enthusiasm at Camp Timberline, we all need rest. Therefore, we ask that everyone be in his or her bed with the lights out at 11:00pm. **Quiet hours are also enforced each night after 10:00pm due to the location of Overnight Camp at the trailhead of Long's Peak.** We seek to respect our neighbors and keep a good relationship with them each year.

Day Camp

Staff must still abide by a 10:00pm curfew at their host home to respect the family's routine and be ready for the next day to report to the Day Camp site at 7:00am. Staff are required to maintain a posture of gratitude regardless of sleeping arrangements. We seek to respect our host homes and church partners to keep a good relationship with them for their generous provision! If there are any concerns regarding host home placement or sleeping conditions, alert the Day Camp Director immediately.

Video Voyeurism

Defined by the Video Voyeurism Prevention Act as "capturing an image of a private area of an individual without their consent, and knowingly do[ing] so under circumstances in which the individual has a reasonable expectation of privacy." It is against state law to capture these images on a cell phone, digital camera, or other device and then distribute them.

To protect our campers, staff are not permitted to use cell phones or video cameras during showers and any changing/dressing time. Staff need to be very careful to only take camper photos when everyone is dressed and ready for activities. If a staff member knowingly participates in Video Voyeurism, such action will result in immediate dismissal by a Camp Director.

Cell Phones & Laptops

Overnight Camp

To protect our intentional community that is free from digital distraction and preserve camper privacy (ie. Video Voyeurism), both staff and campers will not be allowed to keep a cell phone and/or laptop in a living unit at Overnight Camp. All camper devices need to be stored in the office lockbox and labeled with camper name and cabin. All staff devices must be stored in a lockbox in the office while on duty. These devices can be acquired for time off periods and charged by the office staff as an option. Unfortunately, these devices cannot be used as alarm clocks in the living units. In addition, these devices should not be used while driving.

Personal calls need to be made during staff time off. Any calls from the camp office must be approved by a Camp Director. **Camp phones are always reserved for emergency purposes and daily business use first.**

Day Camp

To also protect our Day Camp community, both staff and campers will not be allowed to keep a cell phone and/or laptop during Day Camp. All staff devices must be stored in a personal vehicle or in a secured bin/room with the Director during the day. These devices can be acquired after Day Camp ends each afternoon. Personal calls need to be made during staff time off. In an emergency, please contact the Camp Director's cell phone or the church office phone.

Laundry

Overnight Camp

All laundry must be done on staff Nights Off or In-Between Session Breaks. Unfortunately, there are no laundry facilities on camp property for staff use but there are several affordable options in Estes Park (only 20 minutes away).

Day Camp

Arrangements may be made with your host home or you may use a local laundromat if staying at a church facility.

Overnight Camp Facilities

Staff are expected to take responsibility for the property, equipment, buildings, and utilities by protecting and not abusing their existence. Each staff member should take initiative in keeping camp clean and in working order. One major concern is our mountain plumbing because it is particularly fragile. The use of too much toilet paper can clog it very quickly.

Thus, paper towels and feminine hygiene products should NEVER go into the toilet. Water at Camp Timberline is precious and our supply is very limited. As a result, all campers and staff will need to limit showers and keep them as short as possible.

Day Camp Host Home and Church Facilities

Day Camp staff are expected to respect the church property and host family home by keeping each in prime condition and cleaning prior to departure. This includes all living, sleeping, recreational, and eating spaces.

Music Policy

Christian music will be played at camp. Our goal is to show campers an alternative form of music that glorifies Christ and builds a more positive message into their lives. Any other type of secular music must be approved by a Camp Director (this includes song lists for parties and programs).

Personal Vehicles

Overnight Camp

You may bring your own vehicle to camp for the purpose of using it on your breaks and time off. Personal vehicles should not be driven through camp property without the permission of a Camp Director. In certain situations, it may be necessary for leadership staff to use their cars on camp to fulfill job-related responsibilities. All state, local, and camp driving rules must be adhered to, and all personal vehicles must be parked in assigned areas.

Personal Vehicles Continued:

Day Camp

Staff may bring their own vehicle to Day Camp for personal use and to transport other staff members to host homes and church locations. One gas card will be given per host home each week; if there are multiple drivers available, only one will be given to the designated driver for that week/home. This compensation is for work mileage only. Driving for personal use will not be reimbursed, such as going out of town for a hike, to a friend's home, concert, etc. All state, local, and camp driving rules must be adhered to as well.

Personal Items Brought to Camp

Staff should not bring any kind of weapon, tobacco products, electronic games, expensive accessories (ie. sunglasses, watches, jewelry, etc.), food, candy, expensive sound equipment and/or instruments, televisions, and improper magazines, books or t-shirts to camp. Camp Timberline is unable to safely store these items, for staff members. Food is also a threat to campers with food allergies and will not be allowed on the camp property. **If staff choose to bring personal items of value, they will be the staff member's sole responsibility, Camp Timberline is not responsible for lost, stolen, and/or damaged items.**

Staff are welcome to bring a bike and equipment related to mountain adventure and/or their sport specialty to camp. Please note that due to limited storage space at Overnight Camp or at Day Camp host homes, bikes and other recreational equipment (i.e. kayaks, fishing poles, etc.) must be stored in a staff member's car. Only one bike should be on camp per person. Bringing these items on camp property is, once again, the sole responsibility and risk of the staff member.

Guests

Overnight Camp

No visitors or guests will be allowed at Overnight Camp without prior consent from a Camp Director.

Staff should arrange Weekly Night Off and In-Between Session Breaks for spending time with family and friends. Staff guests are welcome after 3:30pm on Closing Day and should not arrive before that point. The entertaining of a guest however, will at no time interfere with a staff member's assigned responsibilities and work schedule.

Guests who want to spend the night should be told to make arrangements at places other than the Camp Timberline property. Though camping just outside camp in the National Park campground is acceptable, no camping in tents or in sleeping bags on the property is permitted. This policy is to ensure the campers' safety and allow parents the peace of mind that comes from knowing no one but certified staff is allowed on property for an extended period of time.

Note: PAST STAFF (from a previous summer only) may visit and enjoy one meal at camp as long as permission is gained by a Camp Director 24 hours in advance and these guidelines are followed.

Day Camp

Staff should arrange Weekly Nights Off and In-Between Session Breaks for spending time with family and friends. This policy is to ensure the campers' safety and allow parents the peace of mind that comes from knowing no one but certified staff is with their child. For special circumstances, guests may visit during Day Camp only on approval by the Camp Director at specified times. The entertaining of a guest, however, will at no time interfere with a staff member's assigned responsibilities and work schedule. Family members are not permitted to participate in adventure activities unless authorized to do so by the Director.

Most importantly, staff must inform their host homes prior to any guest visit and receive permission from the host prior to the guest's arrival. Staff must inform the Director prior to any guest visit to the church and receive permission from the host prior to the guest's arrival.

Communication with Campers Outside of Camp

Camp Timberline staff are expected to be above reproach in all ministry that is inside or outside of camp. This includes all phone and internet communication such as email, community sites, phone calls, texts, social media messaging, blogs, and direct interaction with our camper families and supporters.

Ultimately, after being employed with Camp Timberline, it is the staff member's responsibility to continue to represent the integrity of Camp Timberline's mission and ministry to those it serves. Staff should not jeopardize the relationships and trust built with our camper families. The following guidelines are a form of protection for both our campers and staff:

- All communication (as listed above) must be approved by the camper's parent/guardian.
- At no time should a staff member meet one-on-one with a camper in a private location. All meetings should take place in a public location.
- Conversations should also be kept to same sex staff member and camper (no opposite sex communication). Due to the nature of Shift and Beyond Timberline programs, staff may have conversations and meet with those campers as long as it is in a group (more than 2 people).
- Staff members should not enter a camper's home without previous approval/invitation from the camper's parent/guardian.
- Communication should not take place after 10:00pm.
- Please make sure that the things you share with campers have the same integrity as they do at camp. Avoid gossip, graphic descriptions and stories, and excessive personal information the camper does not need to know. If topics of suicide, abuse, or safety come up, please seek a Director's council in guiding the camper to additional resources. These are important subjects that no staff member should navigate alone.
- Staff should be respectful in all communications and blogs related to, or referencing Camp Timberline, its campers, and/or other staff.
- Staff should never list any illicit material such as photographs or use vulgar language and profanity on any form of social media or community website (ie. Facebook, Instagram, Snapchat, etc.) where a participant could view the information or hear about it from another individual.
- Staff should not use blogs, personal websites, or social media to disparage Camp Timberline, campers or other staff at camp.
- No form of media to harass, bully or intimidate other staff or campers.
 - Comments that are derogatory with respect to race, religion, gender, sexual orientation, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze or physically injure another staff member or camper.
- No media that displays or discusses conduct that is prohibited by camp policies, including but not limited to: the use of alcohol and drugs, sexual behavior, sexual harassment, pornography and bullying.
- To avoid hidden communication, please do not use SnapChat (social media needs to be traceable) and all mail should be written in the form of a postcard so the parent/guardian can see any correspondence between staff and the camper.
- If you post a picture or talk about a camper on social media, do not use personal information in your post. Someone following your post should not be able to figure out where the camper lives, goes to school, what their name is, or other personal information.
 - It is okay to tag campers, but please be wise. Be aware of how tagging some campers and not others will come across. If your camper chooses to share personal information on their profile and you tag them, that's okay. Just do not let your post be the way someone can find that information.
 - *Good Example: So pumped that this camper gave their life to Christ this week!*
 - *Bad Example: Can't wait to see Harold Darren play in his soccer game. Permian High has got a great new goalie!*