

CAMP CHANCO



STAFF MANUAL

PURPOSE

The purpose of Camp Chanco is to provide an opportunity for boys and girls to experience Christian camping in a wilderness setting. In a relaxed and fun atmosphere we seek to develop a community in which young people will become more self-aware, more sharing among themselves, and more deeply related to our Lord. The staff, facilities, and program are there to give campers a unique exposure to nature, skills, and community.

Camp Chanco is an experience in group living in an outdoor setting, sponsored and directed by the Episcopal Diocese of Southern Virginia as a phase of its total Christian educational program. Under the supervision of mature Christian leadership, it utilizes the resources of the natural surroundings, interpersonal relationships, and the teachings of the Scriptures to contribute significantly to mental, physical, social and spiritual growth.

The key to life at Chanco is the small group of ten campers forming a living unit with two trained counselors. It is the development of the life of this group in which the greatest benefit is found. This is fostered within the warmth of Christian community and nurtured by the development of individual camper skills in canoeing, swimming, sailing, campcraft and nature lore. In no other context can young people experience the vitality of discovery, exploration, learning, sharing, and sheer fun!

WELCOME!

Welcome to Camp Chanco's rich tradition as a staff member. The depth and dedication of those who attend Chanco is truly reflected in the degree of service provided by Chanco Staff. You are embarking on an experiment in community, in leadership, and in self-awareness. This manual is provided as the initial step in your orientation. Please read, mark, and inwardly digest this information; use it as a skeleton in your mind on which to give body and life to your work and service at Camp.

The Rev Gene W. King
Camp Director

THE CAMP COUNSELOR: Your Job Description

Qualifications:

- Christian in personal faith and in relationships with others;
- Interested in Camping as a way of learning Christian Community;
- Given to democratic, rather than autocratic, methods;
- Poise and calmness in emergencies and tense situations;
- Able to lead campers with care, safety, and fulfillment;
- Punctuality and Responsible behavior at all times.

Responsibilities:

1. Serve as counselor in partnership with another counselor for a group of twelve campers on a 24-hour basis.
2. Instruct, or assist instruction of camper classes, a skill activity for which you have training and provide lesson plans.
3. Under the supervision of the Program Coordinator, aid planning and delivery of evening and special programming.
4. Carry out promptly and efficiently duties assigned on opening and closing days.
5. Encourage camper tidiness in living areas and camp grounds.
6. Duties as assigned and compatible with the above.

Staff Conduct:

It is expected that the staff will conduct themselves at all times in a manner appropriate to our camp purpose and philosophy. The use of physical violence, foul or abusive language is forbidden. As your contract states: Christian Community Standards are the responsibility of every Chanco employee. These entail your behavior and attitudes throughout the Summer: mutual respect and esteem, manners of politeness, thoughtfulness, and sexual propriety. You are expected to "love one another with brotherly affection; outdo one another in showing honor", Romans 12:10.

TRAINING WEEK (boot camp)

This is your first week at camp in which training, community-building, and final preparations are carried out. A likely schedule (not necessarily in this order) will be:

- Sunday p.m. - arrival, informal orientation & moving in.
- Monday - Community Building Exercises & camp chores
- Tuesday - First Aid Training & Emergency Procedures/camp chores
- Wednesday - Program Planning & New Games/Indian Night Rehearsal
- Thursday - Camper Characteristics & Management/Rafting Trip
- Friday - White Water Rafting/return to Camp
- Saturday - Staff Day Off

STAFF INFORMATION

What To Bring: We're big boys & girls now, so a word to the wise will suffice; bring the essential things for living in close quarters, in the out-of-doors, in varied types of weather, in several types of leadership, in community, for two months.

It goes without saying; however, DO NOT BRING: fireworks, fire arms, drugs/alcohol.

Regarding SMOKING: IT'S A FILTHY HABIT AND YOU WILL DIE FROM IT! Now that we've got that said, a little more realism is in order. Smoking is not allowed in any staff accommodations, nor in any staff meetings, nor in any areas or programs where campers are present! Your butts need to be stowed in the trash not on the ground. A fine will be charged for disregarding these observances.

DAYS OFF / TIME OFF

Each staff member is given one day off in sessions 2, 3, & 4. A 'day off' consists of being out of camp 12 noon until 12 midnight. Staff are on the job until 12 noon. Returning to camp after midnight, even by a few minutes, will result in being charged a fine of \$10.00 the first time, and increasing by \$10.00 each additional tardiness. Valid excuses will be considered by the Director. Staff may not be off the first or last day of each session.

Additional Time Off is worked out for each staff person by the Program Coordinator or the Head Counselor. This will include an hour during the day and an evening a week on which you may be away from your camp site after camper lights out.

The Staff Curfew is 12 midnight. Abuse of this carries the same penalty as above. The Director does his tent site check beginning at curfew time.

Perhaps this is the place to emphasize that observance of curfews and all time structures are for both the smooth running of the camp and to minimize burn-out among staff. Fines can be seen as incentives rather than penalties. There are times when we can't be on time; the important question is in being honest in our judgement as to whether it is being responsible to the whole community!

Between sessions there will be one day off after the first session, and two days off between 2nd & 3rd, and 3rd & 4th. These days off should be used as rest days, but, "what the hell, you only live once"; so, more than likely its party time! In any case, complaints of being tired and close to burnout in the third session will show-up how you used your TIME OFF.

Staff Lounge

The Director's House will contain space for staff to relax and have use of kitchen facilities. This means that the Dining Hall Kitchen is out of bounds at all times.

Mail

Mail is given out each day at lunch to counselors to distribute to campers during rest period. Our tradition at Chanco concerning mail, you should know before you ask all your friends to write you: Campers have to SING FOR THEIR MAIL if they receive 3 letter or one package; staff members must sing too if they receive 2 letters or one package.

Canteen

The camp store is open in the afternoon (refer to schedule). Campers and Counselors are given a charge file. Campers have deposits made at beginning of session; counselors charges are deducted from their final paycheck. Each camper is allowed one drink and one candy item per day. Counselors need to be mindful of their campers needs where such things as shampoo and tooth paste are concerned. Personal items are not restricted as in the candy rule.

Shoes

are required to be worn at all times around camp except on the beach.

Keeping Camp Clean

The camp grounds can easily become 'trashy', and it takes constant vigilance by counselors to encourage campers to use garbage cans. We will endeavor to collect for recycling drink cans, paper, and glass. There will be special emphasis on the state of our environment and the need to respect it. Campsites will be inspected for tidiness and for being ecologically-minded; awards will be given at the end of each session.

Visitors

When parents desire to see their child's campsite on opening or closing day or to help with bags, staff are to cooperate and assist them if necessary.

Staff are not allowed visitors while camp is in session unless prior permission is gotten from the Director. The Camp Community and routine are easily disrupted by well-meaning friends dropping in. Please think of the Camp Community first.

Leaving Camp

Apart from program plans, campers or staff are not permitted to leave camp property without the Director's written approval. No one, not even parents, can take a camper out of camp without the Director's permission. This carries safety and legal implications. Staff cars should be locked and not used except for Time Off. Borrowing of staff cars is not permitted.

Maintenance

Repair needs must be reported in writing to the Business Coordinator. Tools are not to be borrowed from maintenance shed. Stored Lumber is not to be used without the Business Coordinator's approval.

Laundry

Laundry facilities and soap are provided. A schedule will be posted on which you will sign up for times available to do your laundry.

Phone

Payphones are provided in two areas of camp. Staff are not allowed to use the office or Director's house phones without permission.

Staff Conduct (just in case you didn't get it the first time):

Christian community standards are the responsibility of every Chanco employee. These entail your behavior and attitudes throughout the Summer: mutual respect and esteem, manners of politeness, thoughtfulness, and sexual propriety. Gossip and talking about others behind their backs is very destructive of Christian community. We are expected to "love one another with brotherly affection; outdo one another in showing honor", Romans 12:10.

EMERGENCY PROCEDURES

FIRE

1. In case of a fire move all campers at least 200 feet away from the area.
2. Fire pumps and equipment will be stored in each staff chalet and at bathhouses. They are not to be used except in an emergency.
3. If Fire is out of control, go the nearest phone and call; emergency numbers will be posted by all phones; then contact the Director.

MISSING PERSON PROCEDURE

1. Co-counselors confer as to where the camper was last seen and if it is an emergency.
2. One counselor notifies the Director; the Director will conduct a campwide search and call for assistance if warranted.

CAMPER-CARE & DISCIPLINE

Counselors are hired on the basis of their maturity, experience, and ability to relate to children. This does not mean, nor is a counselor expected to be, a child psychologist. It means doing ones best in being a friend and a guide, and holding safety as the prime motivator. Staff Training Week is designed to give staff time to learn principles of camper-care and discipline.

Homesickness and bedwetting are two important aspects of camper-care that will be dealt with in staff training. For the purposes of this manual, to give you a reference for those various situations where you need a good reply or come-back that puts you back in the driver's seat, the following senarios are provided.

RESPONSES TO COMMON QUESTIONS: ADVANCE BEHAVIOR MANAGEMENT by Michael Brandwein

- Q1: Sometimes I feel like screaming or smacking them.
I know this is wrong; but what do I do?
a) yelling means: out of control.
b) does a counselor get mad? yes! Is it allowed? yes!
c) If you lose your temper, go find it!
d) TEMPER means: adjust to situation, exercise control
e) safety option: "I'm so mad I don't know what to do!"
f) Our goal: relieve guilt; motivate communication.
- Q2 Is punishment good? Can I use it?
a) define: 'make bad, take away good'.
b) Does it work: only short term.
c) spanking issue: never
d) our goal: Teach good choice.
e) Best technique: suggest a replacement behavior.
- Q3 Should I punish tyhe whole group if one or a few act up?
NO.
- Q4 How do you best handle an IDC defense?
a) define: Counselor: "I'm disappointed, blah, blah..."
Camper: "I Don't Care!"
b) poor response: "You'd better care!"
c) better response: "Right. That's why I'm disappointed".
d) "If you messed up, that's OK. If you don't care that you messed up, that's not OK."

- Q5 What if they say, "I don't have to!"
 a) poor response: take challenge.
 b) better: "You're right. The Choice is up to you."
 c) The Playoff Defense: "My mom/dad said I didn't have to".
 RESPONSE: "Everyone's different: different people,
 different rules."
 d) goal: Adjust to the real world.
- Q6 What if they say, "What are you going to do to me if I
 don't?"
 a) Poor response: say what you feel.
 b) better -- PHYSICAL: look puzzled - smile.
 VERBAL: "Good question. I don't know. Never
 cross my mind. Inconceivable to me
 that anyone would pick that choice".
- Q7 What if I say, "Hurry up we're going to be late."; they say,
 "Good!"
 a) Poor response: lecture
 b) better: "I know your're good; that why I respect
 you. That's why I'm sure we can go
 together".
- Q8 How do you handle put-downs when they use the truth defense?
 a) child: "She IS ugly!" He's a _____."
 b) poor response: "you don't mean that."
 (putdown/contradiction)
 c) better: "you have some expertise?"
- Q9 How do you handle the 'Marceau' moves?
 a) defined: faces
 b) poor response: ignore them.
 c) better: "you look sick/disturbed".
 d) goal: to make them responsible for their
 actions.
- Q10 Should I sometimes ignore bad behavior? NEVER!
 a) rationale: seeking attention inappropriately
 b) better response: choose to do something about it.
- Q11 What if they keep saying "Because"?
 a) poor response: "That's no reason."
 b) better: "I'm glad there's a reason."
- Q12 What if one child complains about another?
 e.g. "He hit me!"
 a) goal: to get them to talk to each other.
 b) response: "What do you want to say to him?"

P R O G R A M

The secret ingredient holding Counselor and Camper together is Program. We are very proud of our program at Camp Chanco and the fact that it contains the eight components prescribed by the American Camping Association:

I. Variety and Diversity

Opportunity for a broad experience of activities and skills is necessary in the Camp program with provision for certain specialities that enhance the camper's individuality.

II. Cooperative Planning

Staff should involve campers in planning campsite activities so to encourage spontaniety, freedom and responsibility.

III. Direction of Program

Program activites should be geared toward the interest and ability of the campers.

IV. Individual, Small Group, and Total Camp Activities

Program should help campers on various levels of interpersonal experience. Praise for individual achievement is as important as that for your campsite.

V. Flexibility

There should be opportunity for leisure time and rest, self-initiated and spontaneous activities, as well as, highly organized programming.

VI. Nature

The Camp Program should bring about meaningful contact and consideration of the environment and our responsibility to preserve it.

VII. Spontaneity

Competitive and highly organized programming should be ballanced with opportunity for individual expression and response.

VIII. Relationships

Program should always enhance, encourage, and foster friendship. It is especially our objective to represent the Love of God in Christ Jesus by showing forth good sportsmanship and giveing deference to the other person.

INSTRUCTION PROGRAMS

Every Counselor is assigned to a PROGRAM TEAM. There are three Program Teams: Adventure / Cultural / Aquatic.

The ADVENTURE TEAM is responsible for planning, supervising, and instructing Ropes, Archery, and Orienteering.

The CULTURAL TEAM is responsible for planning, supervising, and instructing Naturecraft, Indianlore, and Special Projects.

The AQUATIC TEAM is responsible for planning, supervising, and instructing Swimming, Canoeing, and Sailing. The Aquatic Team Leader (Co-Leaders) must have a Certificate of Water Safety Instruction. All Aquatic Team staff must have their Certificate of Life Saving. A copy of these certifications must be on file with the Director as a condition of employment.

Each Program Team must submit a Program Plan to the Program Coordinator in advance of program days planned. They must include:

Activity / days planned / objective / staff involved / safety factors / no. of campers involved / time / coments. This information is to be recorded in Program Team Log Books which are kept in the Staff Lounge of the Director's House. They are not to be taken away but recorded and filed at the Director's House. This will be the same procedure for Incident Reports, the forms for which will be there as well.

THE NO. 1 PRIORITY IN EVERY PROGRAM IS SAFETY, AND THEN, FUN.

The number of campers in each block class will be 32. This is arrived at by taking one chalet group from each campsite and assign them each day to one of the three Program Areas. This will be done by color emblems: one chalet in each of the eight campsites will have a RED FEATHER emblem on its cross beam, the second in each campsite will have a GREEN ARROW, and the third in each campsite will have a BLUE TEEPEE. The Program Coordinator will assign and announce the classes.

SPECIAL PROGRAMS

INDIAN NIGHT

The most impressive and cherished tradition of Camp Chanco is Indian Night. Coming on the last night of each session, the ceremony brings alive the spirit of Chanco and our Indian heritage. With magic and drama, dance and storytelling, we enact the tradition of the Indian boy, Chanco, who became a Christian and gave his life to save Jamestown from massacre. The Campers are 'tapped' into tribes, Mattaponi, Pamunkey, & Powhatan, according to their year at Chanco, with symbolic feathers and a dance around the ceremonial fire. We recognize those initiated into the Order of Chanco - fourth year campers who have experienced the rites of Chanco Spirit and Creation over the night before - by those initiated in past years. It concludes with the reading of the Gospel and Celebration of the Holy Eucharist. It is done with ceremony and honor; it expresses our devotion to Christ and the heart of Chanco.

OUT-OF-SITE DAY

This is a day during third & fourth session where everyone is out-of-site, i.e. campsite, that is, and out-of-sight, the Director's sight, that is. Campers sign up for canoe trip, hiking trip, bike trip, sailing trip, or some other excursion. Regular schedule is canceled and all are out of camp for the day.

BIG DAY

On Saturday of each session (except 1st), a 'theme day' is held. The Staff, under the leadership of the Program Coordinator, conceive, plan, implement, and direct the full day of special events. It runs from Breakfast to Evening Program; decorations, activities, costumes, and dramatics all play a part. It naturally requires a complete and enthusiastic effort by all the staff.

SUNDAY

Sundays are special days to rest and renew. Camp sleeps in and gets breakfast in bed...er, or in Campsite, at least. A late morning cleanup of campsite, chalets, and bathhouses; and then special games before lunch. After rest period, a waterfront regatta. While this is going on the Head Counselors are inspecting campsites and bathhouses - awards are given out at Dinner for the best jobs. Dinner is an outdoor pigroast or cookout with possibly an evening swim. The day is completed with the celebration of Holy Eucharist before bedtime.

THE COUNSELOR-IN-TRAINING PROGRAM

The C.I.T. Program has gone through something of an evolution over the past three years at Camp Chanco. The Purpose is to provide youth with:

1. the opportunity to experience camp from a more objective perspective and to observe its operation more broadly;
2. the opportunity for training and practical experience in general abilities of leadership, planning, and group cooperation;
3. the opportunity to serve as a Christian given responsibility to work as a team and live in a Christian community.

The C.I.T. is NOT a camper NOR a staff person. He/she is a C.I.T.: possible synonyms are 'trainee', 'help-mate', 'aid', 'program assistant'.

The present dimensions of the program is as follows:

- for youth aged 14-17 yrs.
 - a non-staff, non-paid, training program providing camp shirt, room & board.
 - duration: two sessions - for C.I.T.'s aged 14-15,
June 25 - July 14
- for C.I.T.'s aged 16-17,
July 17 - August 11
 - training sessions in program planning, play theory, communication styles, problem solving, discipline, camp organization, and creativity.
 - regular duties in camper care, instructor assistance, kitchen & maintenance.
- note: the age groupings may vary according to applicants.

Finally, the C.I.T. Program is a component of camp that has its intrinsic value. It is not meant to assure or guarantee a follow-up job at Chanco in proceeding Summers. It is intended to give tools for building those qualities that should be demonstrated by a counselor. They are qualities that will contribute to Christian character and responsibility wherever one goes.