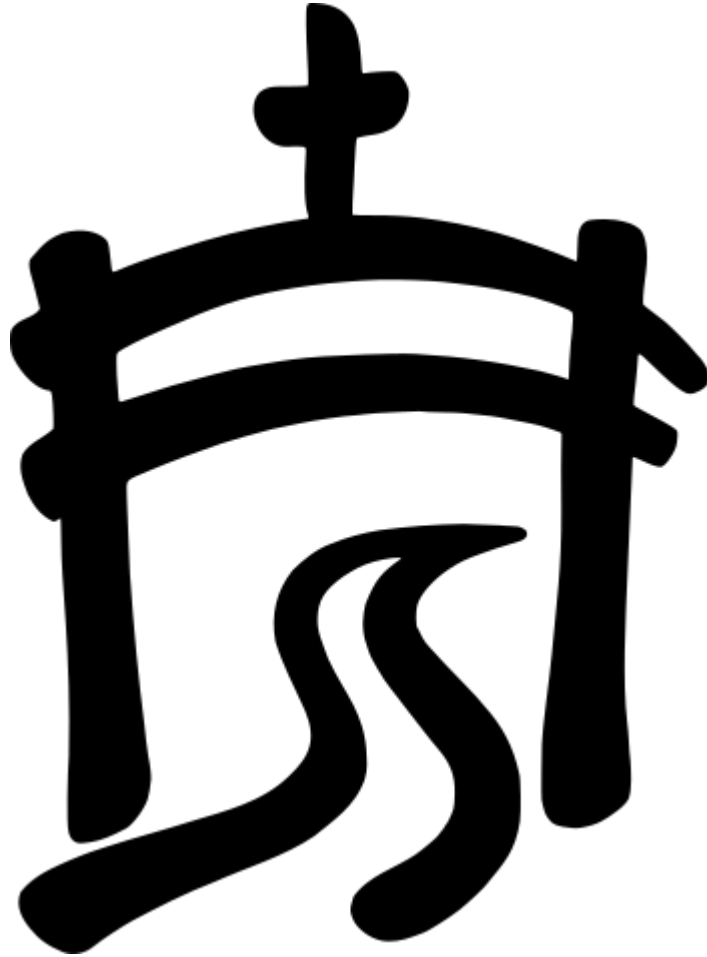


Antiochian Village



Volunteer Staff Manual

Dear Volunteer Staff Member,

It is with great pleasure that we welcome you to our family at the Antiochian Village! Our volunteer staff plays a vital role in nourishing the souls and bodies of our campers and staff. Summers at the Village wouldn't be the same without all of your hard work and support.

We would like to thank you for taking the time to be a part of our ministry and for helping us to teach while we all grow together in Christ. The on-going success and growth of the Antiochian Village is dependent upon all of us working together.

We look forward to working with you this summer. Please don't hesitate to contact us if there is anything we can do to help you with your ministry.

With love in Christ,

The AV Team

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Antiochian Village Mission Statement

Antiochian Village Camp transforms lives and nurtures faith in Jesus Christ through Orthodox Christian community living, worship, education, fellowship, and love.

Daily Schedule

The Daily Camp Schedule is fairly standard during the each camping session. Below is the standard camp schedule.

Schedule	The Bell will Ring...
7:00 AM – RISE and SHINE!!	
8:00 AM – Daily Matins	5 Times
9:00 AM – Breakfast	5 Times
10:00 AM – 1 st Hour of Morning Program	5 Times
11:00 AM – Break to walk to next program	5 Times
11:15 AM – 2 nd Hour of Morning Program	5 Times
12:15 PM – Cabin Time	5 Times
12:30 PM – Lunch Waiter Bell	1 Time
12:45 PM – Lunch	5 Times
1:45 PM – 1 st Hour of Afternoon Program	5 Times
2:45 PM – Line Up for Next Program	5 Times
3:00 PM – 2 nd Hour of Afternoon Program	5 Times
4:00 PM – Gimme Shop / Staff Meeting	5 Times
4:30 PM – Cabin Time	5 Times
6:00 PM – Daily Vespers	5 Times
7:00 PM – Dinner	5 Times
8:00 PM – Evening Program	
9:15 PM – Units 2&3 Infirmary Call and Return to Cabins	
9:30 PM – Units 1&4 Infirmary Call and Return to Cabins	
10:00 PM – Units 2&3 Lights Out	
10:30 PM – Units 1&4 Co-ed Cabin Times end	
11:00 PM - Units 1&4 Lights Out	

NO VOLUNTEERS IN STAFF LOUNGE FROM 10a – 12p, and 2 – 4p.

Variations may be made to this schedule on days of Divine Liturgy, Camp Photos, Arrival and Departure Days, and other various activities.

Antiochian Village Rules

(These rules are posted in the cabins, but are printed here for you to become familiar with them.)

1. All Staff, Counselors and Campers will treat each other with Christian respect at all times. Therefore fighting, put-downs or other behavior harmful to others is not allowed at camp.
2. Campers are to stay with their assigned counselors at all times and remain at their scheduled events.
3. No food of any kind is permitted in the cabins. All food brought or received while at camp will be shared with cabinmates at mealtime.
4. There are to be no girls in boys' units or boys in girls' units, ever.
5. All property must be respected: no graffiti and no destructive raiding.
6. Campers will not tamper with heating, water, or electrical controls or remove pillows, blankets, mattresses, cleaning supplies, etc. from the cabins.
7. No "horse-play" in the cabins (e.g. jumping on, or from, bed to bed).
8. The swimming pool will be opened only at specified times: No one is allowed in the pool area except during those hours.
9. No chewing gum is allowed on camp.
10. The following are forbidden from campgrounds, possession of which can result in immediate dismissal: alcohol, drugs, tobacco and any flammable substances including aerosol spray cans.

In addition to the camp rules, the volunteer staff are also asked to adhere to the following:

1. Volunteers are responsible for maintaining and upholding the mission of the Antiochian Village, as stated on Page 4 of this manual.
2. Volunteers will not go into the units for any reason other than to grade cabins for cabin inspections, or if assigned to do laundry in the Unit 3 laundry room.
3. Volunteers will attend their scheduled duties and are responsible for completing the task they are assigned to. If he/she is unable to complete the assigned duty, the volunteer is required to inform the Volunteer Program Coordinator.
4. Volunteers will sit at the volunteer table for meals. Former staff members who are current volunteers may cover a cabin at dinner with the Volunteer Coordinator's approval.
5. Volunteers will attend all scheduled church services, as long as their duties permit them to do so. **Leaving Church directly after receiving communion is not permitted.**
6. If a volunteer is a parent of one of the campers, the volunteer shall refrain from interacting with the camper. (Doing so makes the counselor's job much more difficult, especially in the case of a homesick camper.)
7. Care packages should contain non-perishable foods and be labeled with the camper's name and cabin number, and placed in the Lodge for the counselor to pick up with the daily mail.
8. Any and all problems concerning campers must be brought to the attention of the Volunteer Program Coordinator who will pass the information to the appropriate person(s).
9. All staff should model Christian modesty in their choice of attire. Here are the guidelines:
 - Avoid revealing or tight clothing.
 - Make sure no tattoos are visible at any time.
 - For male staff members: No earrings or piercings of any kind on your face or body.
 - Female staff members: No more than two earrings in each ear; no other body parts should be pierced.
 - No apparel with messages supporting weapons, alcohol, drug/tobacco use or with inappropriate sexual innuendos.
 - For the twice weekly Divine Liturgy, men should wear a collared shirt – ideally a shirt and tie, women a dress or skirt.
10. In order to preserve the natural environment of the camp, cell phones should not be used outside of the cabin. If needed for reception purposes, the area behind the Welcome Lodge may be used.
11. Volunteers may not use the "staff lounge" in the basement of the lodge for email,



phone calls, or watching TV from 10a-12p and 2-4p daily.

12. Volunteers may not use laundry facilities for personal use on camp property during scheduled laundry days for campers (Thursday through Monday). However you may use the facilities at the Conference Center.

Prohibited Activities

Alcohol Use and Abuse

Alcohol use may be legal for some staff members due to age requirements but to protect the reputation of the Antiochian Village, the following policies govern the use of legal substances for the entire camp season, including time off and weekends off.

The following are forbidden:

- ❖ Possessing, distributing or drinking alcoholic beverages on camp property, in camp vehicles or while in the presence of campers or CIT's.
- ❖ Being under the influence of any amount of alcohol while on duty.
- ❖ Consuming alcoholic beverages to the point of intoxication as defined by the Commonwealth of Pennsylvania.
- ❖ Consumption of any alcohol, with in the Commonwealth of Pennsylvania, by a staff member under the legal drinking age of 21.
- ❖ Using, possessing, distributing, or furnishing any illegal substance.

Tobacco Use

In order to provide the best example for our campers the following policies are in place regarding tobacco use:

- ❖ No use of tobacco is allowed on campgrounds, in camp vehicles or anywhere in the presence of campers or CIT's.
- ❖ All tobacco products must be kept out of sight, stored safely in the staff member's luggage, and not mentioned, so that campers and CIT's are never aware of it's presence.
- ❖ Campers who present nicotine addiction issues to staff can be referred to the Camp Director or Camp Nurse.
- ❖ Staff members who are smokers, while encouraged to use the summer as an opportunity to quit, can smoke during time- or weekends-off at the entry areas to the Conference Center, using the ash trays provided.

In addition to all of the above specified behaviors, any conduct that is in any manner inconsistent with the operation of an Orthodox Christian summer camp and the moral teachings of the Orthodox Christian Church is strictly prohibited.

Roles and Duties of the Volunteer Staff

Gimme Shop

- Arrive for this duty at 3:30pm, half an hour before Gimme Shop opens
- Set up the candy and ice cream, and have the lists of campers ready.
- Open the windows
- When the bell is rung at 4pm, campers will line up in four lines according to their last name. Each child is allowed to have two items (one food and one drink) from the Gimme Shop, as the cost comes out of their camp tuition. Candy will be distributed three days each week; smoothies will be offered on alternating days.
- A volunteer will be placed at each of the four lines, two volunteers will work with the soda machine, one volunteer will work with the frozen foods, one volunteer will help to redistribute chips/cookies, and another volunteer will help to redistribute candy. Additional volunteers will be needed on days when smoothies are being made.
- After all of the campers have received their items, volunteers are to restock those items that need restocking and take note of food and beverage items that need to be reordered. Those that have taken note of the inventory are to report to the Volunteer Program Coordinator.
- Volunteers will be needed to help collect and wash red cups and to clean the area where cups are collected.

Bookstore

- Arrive for this duty at 3:30pm, half an hour before the Bookstore opens
- Make sure that all of the items in the Bookstore are restocked, properly placed and priced
- Ensure that no more than 15 children are in the Bookstore at any one time
- After the Bookstore has closed, volunteers should restock the items sold, keeping track of the inventory on available lists in the storage room. Those items that need to be reordered should be brought to the attention of the Volunteer Program Coordinator.

Laundry (The campers will be doing their own laundry this summer)

- ~~Volunteers will launder and fold laundry for the younger campers. The older cabins will launder their own clothing during the evenings when the laundry rooms are available (between Thursday and Monday of each session)~~
- ~~Each camper will place their ONE LOAD of laundry in a bag labeled with their first name, last name, and cabin number. Masking tape and markers will be in the laundry rooms for labeling purposes.~~
- ~~Campers are to drop off their laundry before attending church at (or before) 7:45am. Those volunteers scheduled for the first laundry shift are to be in the laundry room right after breakfast.~~

Meals

Prep before meal (after sermon at church)

- Fill ice pitchers for waiters.
- Make sure paper towels are filled at outside sinks.
 - Key in drawer under coffee machind.
 - Paper towels [location]
- Take milk out of cooler and place on the serving table (breakfast-white, lunch-chocolate, dinner-none).
- Take condiments out of cooler and put out.

During

- Sit at volunteer table during meals.
 - Exception: Former staff member may cover a cabin at DINNER at the request of a counselor ONLY with the approval of the Volunteer Coordinator.

Clean-up after meal

- Stand by sorting area to guide campers
 - Campers take plastic bins to use for clearing tables.
 - As bins fill, sort dishes on plastic tables, and hand them to dishwashing crew.
- Bring trash can around for bigger trash items at tables
- Put condiments back in cooler.
- Hold plastic bins for campers to sort their dishes, flatware, etc.
- Help kitchen staff stack dishes etc. into the appropriate racks for washing.
- Check tables and floor beneath for cleanliness.
 - If clean, waiters may be dismissed to their activities.
 - If table and floor are left dirty, note cabin on check sheet, and 5 points will be deducted from cabin score.

Take out dining hall trash (not kitchen trash).

- Strong volunteers only (kitchen crew will help if volunteers are not strong enough).
- Wheel can to loading dock.
- Tie bag, remove, and put into dumpster

Leave cardboard in time clock area by loading dock entrance.

More notes:

- Have campers stay on paths while walking to meals to eliminate tracked-in dirt.
- Station a volunteer at each entrance to make sure kids wash hands.
- Stress to counselors: Need to start clean-up earlier, and make sure tables and floor are completely clean.
- Waiter has to be strong enough to carry food and dirty dishes.

Mail

- Volunteers will be assigned to sort and distribute mail and v-mail (e-mail) into the appropriate mail boxes

Office Assistant

- The volunteer assigned to this duty will assist the Administrative Staff in their duties. This may include: filing, office cleanup, answering phones, etc.

Cabin Inspection

- Each of the two pairs of volunteers assigned to this duty will be assigned to two units. One pair will grade both girls' units and the other pair will grade both boys' units in order to maintain a consistency throughout the marking scheme.
- The areas being graded include: bunks, gear, floor, closets, bathroom, and outside litter.

* "how-to" score a cabin handout will be attached on page 12

Counselor Interaction With Volunteer Staff

Counselor interactions with volunteer staff should exemplify the standards that Antiochian Village upholds concerning interactions between co-workers. The volunteer staff are unpaid employees of the Antiochian Village, people who have dedicated their time to come and do whatever needs to be done. Although they have not gone through the same intensive training as the counselors and paid staff of the Antiochian Village, they deserve the same amount of respect as any of the other people that work here.

Any and all work asked of the volunteers must be approved by the Volunteer Program Coordinator. Any "extra" work that needs to be done that is not already listed in their daily schedule or on the list of special assignments should be brought to the attention of the Volunteer Program Coordinator in order to be assigned.

Volunteer staff that have any conflicts with camp staff should bring their concerns to the attention of the Volunteer Program Coordinator. We are all co-workers and all situations will be handled in a professional manner. If a problem persists, please inform the Volunteer Program Coordinator.

Cabin Inspections

BE AWARE STAFF MAY BE SLEEPING

Cabin Inspection Expectations

Entry (Outside/Inside) - 10 points

- Porch and ground in front of cabin must be clean and free of trash
- OK for towels to be hung on outside railing IF HUNG NEATLY
- Floor clean and mopped in living area (and common area if applicable)
- If applicable, common area table and sink clean and chairs pushed in
- If applicable, trash can in living area empty with new trash bag

Bunks - 10 points

- Bed sheet tucked in
- Sleeping bag zipped / comforter neatly across bed or folded
- No blankets touching the floor
- Pillows/ stuffed animals neatly placed on bed
- Laundry bags, purses, ball caps and towels can be hung NEATLY off bunks

Luggage/Gear - 10 points

- All Zippers Closed
- Neatly Organized (Under the bed if fits)
- No gear blocking doorways or

Bathroom - 10 points

- No hair in sink, toilet, and shower
- No toilet paper on floor
- No dirt around sink, toilet, or shower and clean mirrors
- Trash can empty with new trash bag
- Everything must be put away (ex. Blow dryers, hair brushes, etc.)
- Shampoo, etc. ok in shower if organized and neat on shelves-otherwise should be in gear
- Nothing is allowed in the floor of the shower

Closet - 10 points

- Clothes hung neatly
- Any clothes not hung must be neatly folded
- All shelves must be organized in closet

Energy Conservation - 10 points

- All lights off
- No leaky/running faucets or showerheads
- Everything unplugged except clocks and fans
- Curtains closed on windows that receive direct sunlight (helps to keep out heat)

Write scores on daily score sheet in cabin, and leave any helpful feedback.

Book Store

Time: 3:30pm-4:45pm

-There must be four or five volunteers in the book store during the afternoon in order to effectively manage the flow of campers and to function in a positive manner.

-Upon opening the bookstore, volunteers should turn on the lights and air conditioning and check to make sure that the bookstore is neat and well-stocked.

-Behind each glass case there will be one to two volunteers: one to check out and the other to get merchandise for the campers. This will create a much more organized atmosphere and reduce the amount of work once the book store closes. Volunteers working with camper accounts need to be mindful of their math in order to prevent a camper from overspending their allotted budget. If a camper does not have money in a bookstore account, they may *not* purchase items.

-At the doorway there must be one volunteer to monitor the number of campers in the bookstore. There should only be roughly about 10 to 15 campers at one time.

-Within the store there should be one volunteer to help the campers reach items that are higher up. Only volunteers should use a step stool if there is a need.

-New shipments need to be labeled with prices and put out in the store upon receipt

-When the book store closes, the store must be cleaned (e.g. swept, glass cleaned, items folded) and restocked. Everyday there will be at least one cleaning job given by

the volunteer director. All the items that need to be restocked will be in the storage closet. If an item is running low in inventory, it must be reordered by the Volunteer Program Coordinator.

-On the second Wednesday of the camping session (or the last day before one-week or iconography campers leave), volunteers will be asked to double check the balance of each camper's budget in order to do refunds.

-On the last full day of camp (Thursday), volunteers will be asked to help count and organize camper refunds.

Gimme Shop

Time: 3:30pm-4:45pm

Set Up

- Wipe off counters
- Replace soda fountain spigots
- Place bins for reusable cups and spoons on the Dining Hall Porch.
- Get candy out of fridge (Mon, Wed , Fri)
- Prepare and scoop smoothies (Tues, Thurs, Sat, Sun)
- Start pouring drinks at 3:55 and place on table in appropriate sections.
- Raise rolling window; indoor window only used on rain outs (notification will be given)

During [PROCEDURES MAY BE CHANGED – WE'LL DISCUSS WHEN YOU ARRIVE]

- There should be one volunteer at each line to check off the last names of the campers. There will be 4 lines divided equally.
- There should be one volunteer at the freezer to distribute ice cream
- One or two volunteers will be handling candy (M, W, F)
- Two volunteers are needed to fill cups with soda and one more to hand it out.
- One volunteer is needed to distribute chips.
- Two or three additional volunteers will be necessary on days when smoothies are being distributed.
- When there are volunteers available, they are responsible to help distribute the snacks and clean up.
- Each camper is allowed one snack and one drink. There are no exceptions for both snacks and drinks. Candy will be distributed three days a week, smoothies will be distributed the other days.

Clean Up

- Wipe down soda and main counter

- Restock snack items, and tell VPC about items that need reordering.
- Sweep floor and mop if needed.
- Mopping should be done at least every other day (but usually every day).
- Clean soda machine. * USE WARM WATER ONLY. (No hot water please). Nozzles will be taken off and place in a jug of hot water overnight.
- Take garbage to dumpster next to dining hall.
- Put candy back in fridge.
- Run cups and spoons through dishwasher in appropriate crates.
- Wipe down table for cup collection and pour hot water on the porch floor to prevent it from getting sticky.