

## **Staff Standards (Revised April 2022)**

Caton's Island is a seasonal Christian camp and those serving on staff are to reflect basic Christian values and conduct. A staff member is anyone who works at Caton's Island either in a paid or volunteer position. This includes full-time or part-time positions throughout the summer. Staff should be born again believers who openly profess a personal relationship with Christ.

**These standards apply for the duration of your employment at Caton's Island including time off for weekends and vacations.**

### **Conduct**

*Philippians 1:27 "...conduct yourselves in a manner worthy of the gospel of Christ."*

*A. Safety First:* Staff are to conduct themselves in a manner that commits to the safety and well-being of themselves and others.

*B. Respect:* Staff are to respect and value others, including their privacy and points of view. (Philippians 2:3-4)

*C. Bullying:* Staff are not to engage in any form of bullying towards others.

*D. Cooperation:* Staff are to cooperate with those in authority.

*E. Promptness:* Staff are to be on time for scheduled activities, including meals.

*F. Property Damage/Defacement:* Staff are expected to use the facilities in a manner that will not cause damage or excessive wear to buildings, property, and equipment.

*G. Controlled Substances:* Staff are to refrain from the use of tobacco products, alcoholic beverages, and non-medicinal drugs. The Camp Director must be made aware of any prescription drugs that staff are taking.

*H. Pornography:* Staff are forbidden to have or use pornographic material of any type.

*I. Movies:* Staff are to refrain from watching movies during the week. Movies being watched on the closed weekends, where staff are on the island, are to be approved by the Director, Assistant Director, or Head Counselors.

*J. Cell Phones/Electronics:* Staff are not allowed to have cell phones or electronics during the camp session unless cleared by the Director.

*K. Sexual / Relational Conduct:* Staff are to conduct themselves with utmost integrity towards others. They are to refrain from sexual joking or innuendos, and immoral behavior. Staff should avoid any circumstances that have the appearance of inappropriate physical intimacy.

*L. Dating:* Staff are cautioned concerning staff dating. Dating relationships with other staff becomes a major distraction and often results in not serving at a peak level of performance; therefore, staff are not to start engaging in dating relationships with other staff during the summer session of camp. Staff already dating prior to coming to Caton's are asked to conduct themselves with restraint and prudence and are expected to make the Camp Director aware during the application process.

Under no circumstances are staff to make personal advances towards campers.

*M. Adult/Child Relationships:* Staff are to observe the 2 to 1 policy with campers. Staff are not to be alone in private with campers. Keep physical touch appropriate and public.

## **Appearance**

*A. Appropriate Dress:* Staff are to dress appropriately. (i.e., arrival and departure days, camp activities, etc.) This includes but is not limited to appropriate footwear and safety gear.

*B. Modesty:* Staff are expected to dress modestly.

*C. Endorsements:* Staff should be careful with what they endorse by what they wear. (i.e., logos, graphics, phrases, etc.)

*D. Hygiene:* Staff are expected to maintain an appropriate level of hygiene.

**Disregard for the above standards will result in discipline that is keeping with Caton's Island Staff Policy. (Section 7.28 Warnings/Dismissals; pg. 32 POP)**

### ***Section 7.28 Warnings/Dismissals***

- a. The individual will be informed that this behavior is violating camp policy and be advised of the disciplinary action being taken.*
- b. One or more of the following will be issued: a warning, a probationary condition, or an immediate dismissal on a temporary or permanent basis.*
- c. Several warnings may result in dismissal: the number of warnings subject to the severity of the transgression(s).*