

STAFF HAND BOOK

Table of Contents



ALL SECTIONS 1-12

SECTION 1

Mission statement
Camp Goal
Camp History
[Flow Chart-Job Assignments](#)
Counselor Contract & CAMPer Rules
Visitors / Alumni

SECTION 2

Job Descriptions
Additional Job Descriptions

Security
Procedures
Hill Super responsibilities
[Staff Evaluation Form](#)
[Shower house inspection sheet](#)

SECTION 3

Special & Adventure Challenge Activities
[Equipment check sheet](#)
Instructor Skills Sheets
[Air Rifle](#)
[Archery](#)
[Rappelling](#)
[Air Rifle Safety Rules](#)
[Archery Safety Rules](#)
[Rappelling Safety Rules](#)
[Water Front Rules](#)
[Boating Rules](#)
[How to use the Buddy Board](#)
[Waterfront/Guard Skills Sheet](#)

SECTION 4

Emergency Guidelines
Weather Fires Intruders Lost camper
Active shooter
Medical Emergencies
Hazardous materials handling & storage

SECTION 5

Tar Hollow Facilities
Tar Hollow Maps: Resident Camp and Park
Lodge diagram/Emergency shut offs

SECTION 6

Camp Cleaning Schedules
[Cabin Check in Sheet Daily Bathroom](#)
[Daily Bathroom Cleaning check list](#)
[Saturday Shower House Sheet](#)

SECTION 7

Kitchen
Kitchen Cleaning/Sanitizing policies
[Temperature Charts](#)
KP / Dining Hall

SECTION 8

Discipline / Behavior Guidelines
Sexual Harassment Policy
Bullying Policy
Social media / Email policies

SECTION 9

Vehicles
Personnel Vehicles
Golf carts

SECTION 10

Trailblazing
CAMP Spiritual Philosophy

SECTION 11

Other Information
CAMPer Check-in Procedures
Example of daily schedule
How to use the Buddy Board

SECTION 12

Help Section
[Activity Work Sheet](#)
[Cabin Inspectors Check List](#)
[Blank Incident Reports](#)
[Staff Evaluation Form](#)
[Activity Leader Observation Form](#)
[Camp Schedule](#)