

Huston Camp and Conference Center

Diocese of Olympia

PO Box 140 / Gold Bar WA 98251

360.793.0441 / info@huston.org / www.huston.org

Summer Staff Personnel Policies

Conduct: All staff members must conduct themselves in a responsible manner, which sets a good example for others and reflects positively on Huston programs. This includes all that you do and say as well as your appearance. Staff members must not engage in romantic relationships with campers, on or off site, or in public displays of affection with other staff.

Smoking, Tobacco Products, Drugs, Alcohol, Marijuana: Smoking, the use of tobacco products or drugs, and the consumption of alcoholic beverages or marijuana are not permitted on Huston property, or on program trips outside of Huston property. It is not in the best interest of the staff to engage in the use of tobacco products, consumption of alcohol or marijuana at other times. Any illegal drug activity is, of course, prohibited.

Cell Phones: Cell phones are expected to remain off during program hours and not turned on at any time other than during a staff member's two hour break. Resident staff must leave cell phones in their dorms or mailboxes and new or returning staff must leave them in their cabin mailbox located in the Orange Room. Cell phones are unacceptable in the Camp program. The only exception is one staff member's cell phone used as the emergency contact during a hike.

Social Networking: Staff members are required to represent Camp Huston in a respectful and adult manner on all social media platforms including but not limited to Facebook, Instagram, Snapchat, TikTok, and Twitter. Staff seen underage drinking, in the presence of, or using illegal drugs are subject to immediate termination. Staff members may not post pictures of, be friends with, or follow campers or Counselor Training Participants who are not yet part of the Huston Staff. Failure to follow these policies will result in disciplinary action.

Gratuities: Staff members are not permitted to accept tips from parents or campers.

Property and Equipment: Camp Huston is not responsible for the loss of or damage to personal equipment or belongings. Any personal equipment brought to Huston by the staff must be checked by the Directors to ensure that it is appropriate to be used in the camp program. Huston property and equipment is only to be used for the camping program in the prescribed manner. Any other uses must first be cleared by the Directors.

Weapons: Weapons of any kind are not permitted except a personal pocketknife used for outdoor program.

Time Off: Each staff member receives two hours of time off each day, as the program will allow. In addition, all staff members will receive one day off per week, taken in between sessions. Regardless of reason or status of the individual, all departures from the property must be reported to the Director or Program Director.

Visitors: In general, outside visitors are not allowed. Directors may approve staff member requests for onsite visitors who do not interfere with camp programs. Visitors must sign in at the office. Staff must accompany guests at all times.

Laundry: Laundry facilities are located in the Olympic bathhouse and are available to Resident Staff only. This area must be kept clean and free of personal belongings. Staff must follow Laundry Norms

Telephone: Huston phones cannot be used for personal calls without permission from the Director.

Living Area: Resident staff members are provided an individual room in Barker (B) or Keator (C) lodge. Only Resident Staff are permitted in these lodges. When guests are present in rooms, the door must remain open. Each staff member is responsible for the cleanliness of their own living area (including shared restroom facilities) and final clean-up. Final payment is contingent upon cleanliness approval by the Directors.

Health History: All staff members must provide a current health history form prior to participating in the program.

Hospitalization: Camps are required by law to comply with Washington Labor and Industry Insurance requirements. This insurance covers on-the-job-injuries. Expenses caused by injury away from the job are the responsibility of the individual.

Absence Benefits: Employment does not include vacation, sick leave or other paid absence benefits. In the case of short-term illness not requiring absence from the site or short family emergency absences not detracting materially from program accomplishment, consideration will be given for compensation.

Performance Evaluation Process: Staff members are expected to receive both positive and constructive feedback from co-workers and Directors and help others improve their performance by giving feedback when appropriate. Staff members agree to work on their own behavior when necessary. Formal written evaluations are completed at the end of each session by co-workers and at the end of the summer.

Discipline: Whenever possible, co-workers and Directors expect to work cooperatively with a staff member to correct behavior. The Directors are available for consultation at all times. Corrective action may include discussions with the Directors, discipline warnings, a behavioral change plan, or termination.

Resignation: Staff members are expected to provide a minimum of one week's notice of resignation. During the time between notice and departure, the employee shall protect the interests of Camp Huston.

Termination: In the event of termination, the staff member will be compensated for the end of the terminating period of one week. In the case of early departure, dismissal, or if Camp Huston is closed by fire, epidemic, accident, or the like, the salary will be prorated for days actually worked.

Sexual Harassment: Staff members who believe they were sexually harassed are encouraged to talk with the Directors. Recourse is available through the procedure established by the Diocese of Olympia and outlined in the Guidelines and Procedures in Cases of Sexual Abuse and Sexual Misconduct handbook, located in your Counselor Training Manual.

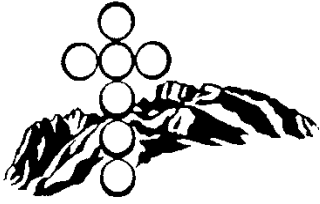
Vehicles: All staff vehicles should be kept in the parking lot east of the water tank. The speed limit on Camp Huston property is 10 mph. Staff vehicles may not enter the Lower Camp area while programs are in session. Staff cars cannot be in the Lower Camp area at any time without permission from Camp Directors. Campers may not ride in or on any staff vehicles. Staff may not ride on any vehicle. Staff may use bicycles, but must obey posted speed limits and are strongly encouraged to wear a cycling helmet.

Animals: Animals are not allowed on the property unless prior permission is granted from the Directors.

Dismissal: Failing to follow any of the above mentioned Personnel Policies, Negligence, unsatisfactory performance, and other unacceptable behavior may result in dismissal.

Equal Employment: Camp Huston is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, or national origin.

Huston Camp and Conference Center applicants acknowledge and agree to uphold the above policies at all times.



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Philosophy & Goals

As part of the missionary and educational outreach of the Diocese of Olympia, the purpose of Camp Huston is to provide a Christian community experience, which will allow individuals to actively identify and discern religious truths for themselves.

Camp Huston's Goal

Camp Huston's goal is to enable the individual to relate to God; as a recipient of God's gifts, as a steward of creation, and as a member of a Christian community.

Objectives

1. *As a recipient of God's gifts the individual will*
 - Discover a previously unknown aspect of oneself
 - Develop a positive self-image
 - See oneself as an important part of a Christian community
 - Discover and appreciate individual gifts and talents
 - Try new activities
2. *As a steward of creation the individual will*
 - Learn to take responsibility for behavior that effects the environment
 - Develop good judgment that enables safe participation in activities
 - Develop and deepen an appreciation of nature
 - Discover a new aspect of their relationship to the natural world
 - Participate in conservation projects at Camp
 - Develop respect for the Camp property and grounds
3. *As a member of a Christian community the individual will*
 - Participate in Camp activities
 - Show an awareness and sensitivity to others' needs
 - Enjoy being at Camp
 - Accept others as they are
 - Show an increased interest in the Christian life
 - Learn to develop trust in self and others
 - Cooperate and share with others
 - Learn to resolve conflicts constructively