

VOLUNTEER MANUAL 2026



What's this about?

The primary purpose of this volunteer manual is to serve as a helpful resource, offering you both valuable information and practical tips for working with children. It's designed to guide you in developing and applying your natural abilities through practice and experience. When used alongside our volunteer training, this manual will further strengthen your leadership skills.

As volunteers, we are entrusted by God with both the privilege and the great responsibility of investing in children's lives. We're thrilled that you've chosen to serve with us at One Big Adventure and look forward to partnering with you as we create an intentional week filled with fun, adventure, and opportunities for kids to learn about God, our Creator.

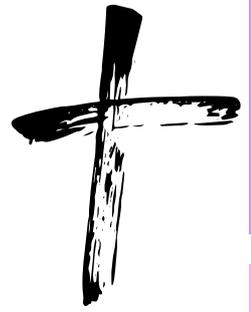
Our Mission:

We aim to glorify God by:

Presenting the Gospel

Providing a camping experience that reflects Christian values

Providing a high standard of service to all those who use our camp



What is a leader?

The ultimate example of true leadership is found in Jesus. When we look at His life, we see that He led by example – earning respect rather than demanding it, maintaining a perfect relationship with God the Father, and humbly serving others. This is the model that all Christian leaders are called to follow.

Leadership is not always easy, but it is deeply rewarding. To lead means to serve those around us. Our ministry is to our campers, and as leaders, we have the privilege of showing them who Jesus is through the way we live. More often than not, campers will remember their leaders long after camp is over – sometimes even more than specific activities or lessons.

The guiding principle of spiritual leadership is found in the words of Christ. As leaders, we must keep these truths at the forefront of our minds and let them shape everything we do throughout the week:

- Have a relationship with Christ. This is the foundation of why we serve. Our relationship with God is at the heart of all we do. We are called to put Him first and share His love with everyone around us.

Therefore, we should come prepared to:

- Set aside personal distractions and focus fully on serving others.
- Commit ourselves wholeheartedly to camp for the entire week.

All leaders should strive to be:

- Actively growing in a personal relationship with Jesus.
- Connected regularly with a faith-based community.
- Open to learning, teachable, and eager to serve others.
- Positive role models in both words and actions.
- Intentional in finding daily opportunities to talk about Jesus and share how He is working in their lives.



Roles & Responsibilities

Camp Co-ordinator

- Provide oversight for all aspects of camp administration and lead in coordinating camp operations, including all volunteers.
- Uphold and model a senior level of discipline, ensuring a safe and respectful environment for everyone.
- Organize and lead prayer and preparation times for adult staff and the leadership team.
- Ensure all camp programs, policies, and procedures are implemented and followed effectively.
- Connect with, support, pray for, care for, and encourage both campers and volunteers throughout the week.
- Maintain ongoing communication with parents before, during, and after camp as needed.
- Oversee the camp nurse in administering and managing camper medications responsibly.



Programme Directors

- Assist in running and overseeing the daily camp programme.
- Manage timekeeping, including ringing the bell for scheduled activities and transitions.
- Organize and assist with camper sign-ups for activities during mealtimes.
- Host and coordinate morning and afternoon teas for campers and staff.
- Regularly move throughout the campgrounds to ensure health and safety standards are being met.
- Act as the camp host on the microphone, making announcements and engaging campers.
- Facilitate and support the evening programmes, ensuring they run smoothly and on schedule.



Team Leaders

- Supervise, mentor, and care for either the girl or guy leaders and Leaders in Training (LITs) within their section.
- Provide one-on-one support through prayer, encouragement, guidance, and advice for volunteers in their group.
- Actively participate in and support all aspects of the camp programme.
- Oversee discipline and maintain a fun, welcoming, and spiritually transformative environment within their section.
- Encourage and motivate campers to participate fully, do their best, and grow in their faith.
- Lead and facilitate section meetings, devotional times, and bedtime routines.
- Attend daily meetings with the Programme Coordinator for updates, planning, and prayer.
- Act as a positive role model and problem solver, addressing challenges calmly and effectively.
- Model positive, Christ-centred behaviour, reflecting the love of Jesus in all interactions.
- Understand the specific needs, roles, and responsibilities of the campers and leaders in their assigned age group.



Camp Mum and Dad

- Pray with and for leaders, LITs, and campers before, during, and after camp.
- Provide pastoral care, emotional support, and spiritual guidance to all leaders and volunteers.
- Discuss needs, concerns, or issues with the Camp Coordinator as they arise.
- Model positive, Christ-centred behaviour and act as a calm, steady presence in times of stress or difficulty.
- Encourage & inspire campers & leaders to do their best & grow in their faith.
- Assist the camp nurse with medication needs of leaders & campers when required.
- Help settle children at night, ensuring a safe & peaceful environment.
- Attend all scheduled adult meetings & support team unity.
- Be available and willing to assist wherever needed, including during camp activities & operations.



Cabin Leaders

- Be actively involved in prayer and preparation during the training weekend.
- Build strong, caring relationships with campers, showing God's love through both actions and words.
- Model positive, Christ-centred behaviour by leading through example in all areas of camp life.
- Encourage campers to participate fully, do their best, and work together as a team.
- Create a safe, positive, and inclusive environment where every child feels valued and supported.
- Stay with your group at all times to ensure their safety, well-being, and sense of belonging.
- Maintain order and discipline with kindness and consistency.
- Pray with your campers regularly and encourage their spiritual growth.
- Attend all scheduled leaders' meetings and devotionals.
- Oversee cabin and area clean-ups, and ensure campers follow good hygiene practices, including daily showers, brushing teeth, and washing hands before meals.



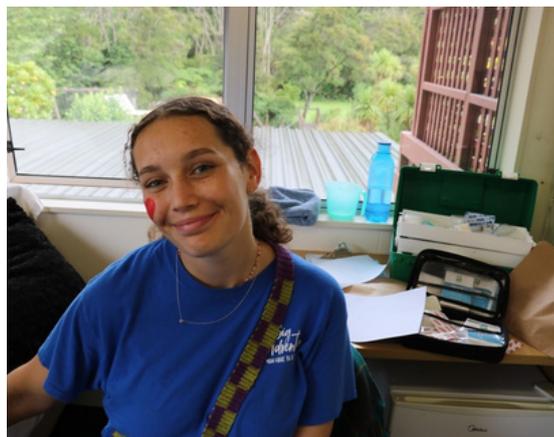
Leaders in Training - LITs

- Be actively involved in prayer, preparation, and devotional times during the training weekend and throughout camp.
- Build positive relationships with campers, staff, and leaders, showing God's love through actions, words, and a servant-hearted attitude.
- Model Christ-centred behaviour and help create a safe, caring, and encouraging environment.
- Participate in camp activities and assist leaders and staff wherever needed.
- Prepare and complete assigned duties responsibly before joining group activities.
- Help supervise and support children who may need extra attention or time out.



Camp Nurse

- Model positive, Christ-centred behaviour while providing calm, compassionate care.
- Attend scheduled adult meetings and support the camp leadership team.
- Manage the registration desk at the start of camp, ensuring parents or caregivers of campers requiring medication complete and sign detailed medical forms.
- Administer medication safely and hygienically, maintaining accurate records of all medications given to campers and leaders.
- In consultation with the Camp Coordinator, decide when further medical assistance is required.
- Follow safe practices when providing medical care –avoid being alone with a child and ensure another adult is present whenever possible.
- Remain readily available and easy to contact to respond promptly to any medical needs.



Camp Bible Speakers

- Prepare and lead engaging Bible times for the campers.
- Provide leaders with a basic overview of the Bible sessions to help them support and reinforce the lessons.
- Be available to talk and pray with children and volunteers as needed.
- Participate in camp activities and programmes whenever possible.
- Pray regularly for campers and volunteers throughout the week.



Duty of Care

Volunteers in OSCAR programmes have a responsibility to ensure the safety and well-being of all children enrolled in the programme. This duty of care means that every volunteer must act with due caution and take reasonable steps to protect children from unnecessary risk or harm. All volunteers are expected to act responsibly and without negligence, maintaining a safe and caring environment at all times. This commitment applies throughout the entire programme – from the moment the first child arrives until the last child has been collected.



Practical Tips for Leading at Camp!

The Heart of One Big Adventure

One Big Adventure camps are designed to create life-changing moments for kids and youth. While the activities and programmes play a key role in making camp exciting and memorable, it's the volunteers – and the relationships they build – that have the greatest impact.

Children may not remember every game or activity they take part in, but they will remember you – the time you spent listening, talking, laughing, and simply being present with them. Those genuine connections are what make One Big Adventure truly special.



Helpful Hints on Child Management

- **Behaviour incidents are opportunities to model good behaviour.**
 - Calm the situation.
 - Talk & pray.
 - Don't growl and rave.
- **Find out what's going on behind the behaviour.**
 - Once you know this, together you can come up with a way to avoid that behaviour happening again.
- **Explain expectations clearly at the beginning of the week.**
 - e.g. recap camp rules and cabin kaupapa (culture).
- **Move troublemakers.**
 - Usually closer to you, away from their audience.
 - Don't make a big deal of it and don't set up as a contest.
 - Ask in a friendly / happy way.
- **Hear both sides of the story.**
 - Often the person that gets into trouble is not the one causing it.
 - Encourage them to sort out the problems together / themselves.
- **Ask the camper to give examples of other ways they could respond.**
 - This empowers them to make better choices in the future.
- **Answer worthy questions worthily.**
 - Bluff the cheeky questions.
 - "What if" questions do not exist because the event hasn't happened.
 - Most of the time they are trying to weigh things up. Maybe say, "I cannot answer that question because I don't know the answer", "what is it about coming to dinner that you are worried about?" "How can I help with that?"
- **Insults to volunteers are not acceptable.**
 - Remind them of our camp culture statement, "We are kind to one another."
 - If needed, ask assistance from a Team Leader or Camp Parents
- **Motivate kids to do the right things.**
 - Reward good behaviour.
 - The behaviour you give attention to is the behaviour you will get more of.
 - Give attention to those following the culture statements.
- **Use eye contact.**
 - Use people's names and pronounce them correctly.
- **Love and pray for the kids.**
 - Remember, if you cannot deal with it - get camp Mum and Dad or the Camp Co-ordinator involved.
- **Report all disclosures of abuse to the Camp Co-ordinator immediately.**
 - Listen to the child, be in view of others, thank them for sharing with you, comfort the child, make no promises, report immediately afterward to the Camp Co-ordinator for further advice to the situation.



★ ★ ★ ★ ★ Being Part of a Team ★ ★ ★ ★ ★

Before the campers arrive, you'll have the opportunity to connect with the other volunteers – especially those in your group. Take this time to get to know one another and discuss how you can work best as a team. Talk about the areas where you feel confident, where you might need extra support, and what experience each person brings. Throughout the week, remember to look out for one another, offer help when needed, and encourage your teammates. Most importantly, keep one another – along with the campers and camp staff – in prayer as you serve together.



Working with Children

Listen to them: When talking with children, take the time to truly listen to what they are saying. When you listen with the goal of understanding, they feel heard, respected, and valued.

Avoid labels: It's easy to assign labels like “big kid,” “naughty kid,” or “ADD kid,” but no one likes to be defined that way. Avoid using labels—Jesus calls us by name, not by labels.

Have faith in them: See and love each child as an individual. Encourage them to try their best, celebrate their efforts, and remind them that you believe in their ability to succeed.

Meet their basic needs: Every child needs stability and care. Even if we're with them for only a short time, we can still support them mentally, physically, and emotionally. Help them feel safe, comfortable, and cared for.

Love them: Show love, care, and pray for each child. Let them know that they are important, valued, and worth your time and attention.



Volunteer Behaviour Guidelines

We expect all volunteers to uphold the highest standard of behaviour, reflecting our ultimate goal of honouring God. Our programmes are designed to create an environment where every camper feels safe, secure, respected, and valued. Each child's dignity must always be protected.

Our programme guidelines are shaped by our core culture statements:

- We take care of our things.
- We are kind to everyone.
- We listen to the OBA team to make good choices.
- We keep ourselves safe.
- We tell the truth.

Volunteers are encouraged to guide children by clearly communicating expectations and explaining the consequences of disobedience. Positive reinforcement should always be the first approach.

When a child misbehaves or does not follow the programme rules, leaders will:

**1x verbal reminder to the child of our camp culture statements
in a friendly, non-threatening manner**



**If the behaviour continues, the child will meet with the Team Leader
to determine an appropriate consequence.**



**If the child still has not changed their behaviour,
immediately meet with OBA Management to determine the
period of time away from camp.**

At no time will punitive or physical discipline be used. This includes any form of physical punishment such as hitting, as well as withholding food or drink, or using abusive, demeaning, or condescending language or tone. All interactions with children must reflect respect, compassion, and care.

Talking About God

Here are some conversation starters you can use when talking with children. These questions can help you understand where each child is in their thoughts and experiences:

- “Hey, what did you think about what the camp speaker shared today?”
- “Have you ever thought much about God?”
- “Have you ever been to church before? What was that like for you?”
- “If I could pray for you, what would you like me to pray about?”

Arrival Day

Arrival can be an anxious time for both children and their parents or caregivers — everyone comes with different expectations. For some families it’s their first time; for others it’s familiar. Some children arrive with friends, others don’t know anyone. Adults may feel nervous about leaving their child and want reassurance that they’ll be well cared for.

Take a moment to put yourself in each of those shoes: how would you feel arriving as a nervous parent, a shy child, or an excited returnee? Then meet with the other volunteers to share practical ways to welcome families. Plan simple, concrete actions — warm greetings, name-tags, a short orientation, pairing newcomers with a buddy, or a quick check-in with parents — that will help adults and children feel comfortable, safe, and excited about the week ahead.

Quiet Time

Quiet times with your cabin usually happen at night before lights out. Once everyone is ready for bed, gather your group for a relaxed catch-up — a special time to connect, listen, and reflect. Use this time to answer questions, discuss the day’s message, and chat about camp activities in a calm, friendly atmosphere. Encourage campers to sit close to keep their focus and build togetherness.

Finish with prayer, inviting children to pray or share requests. This helps them unwind peacefully and settle more easily after a busy day.

Duties

Daily duties help keep camp clean, safe, and running smoothly. They’re also a chance to teach teamwork and responsibility.

Volunteers should join in and lead by example—never just give orders. Make it fun by singing, telling jokes, or reminding campers that the faster they finish, the sooner they can play.

Typical duties include:

- Setting up for meals
- Cleaning up after meals



Meal Times

- The whole camp gathers in the dining room and sits in their cabin groups.
- A karakia (prayer) is sung before eating.
- An adult staff member will invite groups to go up for food one at a time.
- Cabins must sit together with their leaders and remain seated until dismissed.
- If there are seconds, an adult staff member will again invite groups up.

After eating:

- Volunteers and campers must return plates, cutlery, cups, and jugs to the correct places.
- LITs prepare any equipment needed for duties.
- Used spread containers and serviettes go in the bin.
- Food waste goes in the scraps bucket.
- No one is to leave the dining room (except for the bathroom) until dismissed by adult staff.

Behaviour expectations:

- Good table manners are required.
- No playing with or throwing food.
- Keep noise levels low.
- Volunteers are responsible for reinforcing these expectations.

During meals:

- Use this time to connect with campers—ask about their day, interests, and favourite activities.
- A time for notices will be given during the meal; volunteers should help keep children quiet and attentive.



Games

- Games should allow different groups and genders to mix.
- Mixing genders helps build healthy relationships between boys and girls.
- All games should reflect Christian values, especially fair play.
- Volunteers must be consistent and fair—campers quickly notice inconsistencies.
- Always penalise rule infringements consistently throughout the whole game.

Game length:

- End the game while campers are still enjoying it—finish with them wanting more.
- Avoid dragging games out too long.
- It's better to have several short games than one long, drawn-out one.

Tips for running games:

- Make sure you have everyone's attention (and silence) before starting.
- Keep rule explanations simple and clear.
- Avoid too many rules—just give the basic ones.
- Apply rules fairly and consistently.
- Know the game well—it's easier to lead when you're confident with the gameplay.
- If possible, demonstrate the game so all campers understand how it works.



Cabin Inspections

Cabin inspections can take place at any time during the day. After breakfast, campers should return to their cabins to tidy up in preparation for the inspectors. Groups with morning duties will have limited time, so it's a good idea to encourage them to do some cleaning before breakfast. Points are awarded for cabin inspections.

Volunteers are expected to keep their own areas tidy as well, setting a positive example for the campers. If you're sharing a cabin with campers, your cabin's score will include you. If you have your own cabin, you'll also receive points.

Encourage campers to get creative with their cleaning and decorating – it makes the process more fun and engaging!

Inspectors will look for the following:

- Cabin has been vacuumed.
- Beds are neat and tidy.
- Rubbish has been removed.
- Wet towels and clothes are hung up.
- Creative decorations or personal touches such as notes, Bible verses, or poems for the inspector.
- Bags are neatly stored at the end or under the bed, zipped up with no clothes hanging out.



Showers & Bathrooms

Campers are required to shower daily during their assigned shower time. Showers should be limited to 3 minutes. Volunteers must supervise their group's shower time from outside the bathroom door. Volunteers should take their own showers during their designated free time.

Volunteers are to use only the bathroom facilities assigned to them and must not use the campers' bathrooms. The only exception is if staff or volunteer facilities are under heavy demand during peak times. In such cases, temporary signs will be displayed, and a campers' bathroom may be reserved for staff or volunteer use for a short period. Alternative facilities will always be available for campers.



Homesickness

Signs and Symptoms:

- Camper isolates themselves from the group.
- Appears weepy, quiet, or withdrawn.
- Complains of physical symptoms such as headaches, stomach aches, indigestion, or constipation.
- Shows a loss of appetite.



Quick Tips When a Child Shows These Signs:

- Reassure the camper that it's okay to miss their family, pets, or home.
- Ask what they've enjoyed about camp so far and what they're looking forward to.
- (If they say "nothing," share a few things you've enjoyed yourself.)
- Encourage another camper from their cabin to be their "buddy."
- Help them feel included by spending time with them and doing something they enjoy.
- Offer to pray with them.
- Encourage them to take part in group activities.
- If needed, ask Camp Mum and Dad for extra support.

Bedwetting

Be discreet and calm – never make an issue of it. Campers with this condition should use a vinyl-covered mattress.

If a camper wets the bed, remember they'll likely feel embarrassed.

Reassure them that it's okay and handle the situation quietly.

What to do:

- Stop any teasing immediately.
- If possible, send the rest of the cabin to an activity before cleaning up.
- Help the camper shower and change clothes.
- If others haven't noticed, wait until after breakfast to clean the bed discreetly.
- Give the camper a plastic bag (from the rainbow drawers) for soiled items and take it to the laundry.
- Staff can provide clean bedding. Wipe the mattress with disinfectant and place it in the sun to dry.



Helpful tips:

- Limit evening drinks and ensure the camper uses the toilet before bed.
- Keep a torch available for night trips to the bathroom.
- Let campers know it's okay to wake you if they need help.

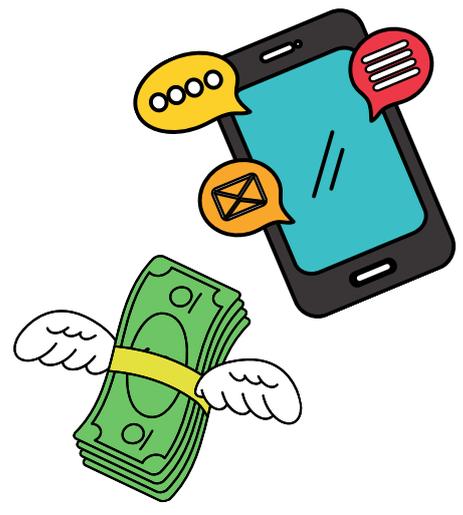
Holy Huddles

This is our affectionate term for volunteers gathering together, often in the campers' kitchen. Please remember that your focus must remain on the children at all times. There will be designated times for volunteers to relax and catch up with each other – please save socialising for those times and avoid doing so when you should be supervising campers.



Cell Phones / Valuables

Volunteers are not permitted to have cell phones during camp. At the start of the week, during sign-in, adult staff will collect all phones and securely store them until campers depart at the end of the week. It's also recommended that money and other valuables be handed in for safekeeping.



Volunteers who are serving in Adult Staff roles may keep their phones but must keep them out of sight and only use them at appropriate times – such as during free time in the teachers' lounge.



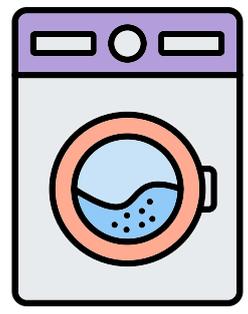
Volunteer Relationships

If you are already in a relationship with another team member, please keep it private during camp. Your focus should be on engaging with and supervising the campers effectively. Likewise, we ask that you avoid starting any new relationships during the week. Remember, this time is about prioritising your campers and their experience – please don't let anything distract you from that goal.



Laundry

All laundry is to be done by volunteers. The laundry facilities are only to be used for camper bedding or clothing in the event of bedwetting, kitchen laundry, and volunteer t-shirts.



If volunteers wish to wash their personal items, a fee of \$2 (two \$1 coins) applies per use of the washing machine and dryer. Personal laundry must be done in your own time and must not interfere with other camp washing.

Boundaries

Boundaries and rules will be explained at the start of camp. Volunteers are responsible for reminding their groups of these rules and helping to enforce them. These guidelines exist to ensure everyone's health, safety, and the smooth running of camp.

Sun Safe

We aim to maintain a sun-safe environment for everyone at camp. Volunteers should model sun-smart behaviour and encourage campers to do the same by playing in shaded areas. All campers are encouraged to wear hats, shirts, and sunscreen when appropriate, especially between 11am and 4pm when the sun is strongest. If a camper refuses to protect themselves properly from the sun, they must remain in a shaded area under supervision.



Smoke AND Vape Free



A strict **smoke- and vape-free** policy will be in place while kids and youth holiday camps are running. No one is permitted to **smoke or vape** during the programme or anywhere on-site at Carey Park without permission. Volunteers who **smoke or vape** may only do so in the designated smoking area and only during their **free time**.

Health and Safety

All volunteers are expected to take reasonable steps to ensure their own safety and the safety of others. We are committed to maintaining a healthy and safe environment and to conducting all activities in a way that prevents harm.

Volunteers can help maintain a safe and healthy environment by:

- Working safely and responsibly, considering how their actions affect others.
- Following all safety regulations, rules, and standard operating procedures.
- Using and caring for equipment and facilities correctly.
- Immediately reporting any unsafe conditions or defects.
- Reporting any pain or discomfort as soon as it occurs.

In the event of an accident

If you're first on the scene, make the area safe and move others to safety. Remove any hazards only if it's safe to do so. Give first aid if you're trained, or call for qualified help. Keep the area secure and assist the first aider as needed.

What to do in an Emergency

Fire

If If You Discover a Fire:

- Activate the nearest fire alarm by breaking the glass and turning on the switch.
- Dial 111, ask for the Fire Service, and report the fire.
- Begin evacuating children from the building to the field.

If You Hear the Fire Alarm:

- Help evacuate all children immediately, using the nearest safe exit.
- Move quickly and quietly to the assembly area on the field outside the house.
- Ensure all members of your group are present and remain together.
- Report to the building warden whether everyone in your group is accounted for or if someone is missing.
- Stay at the evacuation point until the all clear is given.



Earthquake

If Indoors:

- Have the group take shelter under a solid structure such as a doorway or table.
- Keep away from shelves, heavy objects, and windows that could break.
- If there's no suitable protection, instruct campers to:
 - Stop moving.
 - Drop to their knees.
 - Roll into a ball and cover their head and neck.
 - When the shaking stops, stay indoors unless you are sure it is safe to move outside.

If Outdoors:

- Stay outside and do not allow anyone to go indoors.
- Move the group to open ground, away from buildings, trees, and power lines.
- Stay together and do not let anyone wander off, even after the shaking has stopped.
- Check for injuries and provide first aid if needed.
- Notify the Camp Coordinators as soon as possible to report your group's safety or any injuries.

Flood:

If a Flood Occurs at One Big Adventure:

- Move all campers to the highest ground
- (the car park).
- Once there, do a head count to ensure all children are present.



Other Info

Volunteers must not leave camp without the Coordinator’s permission. If you are under 18, you may only leave the site with written consent from your parent or caregiver. Any volunteer who takes others off-site must be responsible and hold a full driver’s licence.

Please do not invite friends to visit during the week – your focus should remain on the campers.

Volunteers must not share their social media accounts or personal contact details with campers. To protect both yourself and the campers, do not communicate with them on social media unless you have approval from their parent or caregiver.



AND FINALLY, FOUR NOTES OF OUR APPRECIATION



THANK YOU!!

From the Adventure Camp Trust Board:

We want to express our heartfelt thanks for your commitment to serving this week. We know that being here means giving up time from study, work, and your holidays – a real sacrifice. Thank you for choosing to be part of this camp and for investing your energy and heart into such a meaningful ministry.

From the Kids:

Thank you for being their friend, for helping with duties, for teaching them new skills, and most importantly, for showing them love and reminding them that they are valuable and unique. You are making a lasting difference in their lives.

From the Parents and Caregivers:

You are caring for some very precious individuals this week. Thank you for looking after them with love and kindness, as if they were your own family. Your willingness to give of yourself helps these children grow into caring, confident, and Godly people.

From God:

Christian camping gives you countless opportunities to share God's love in practical ways. Thank you for investing in His Kingdom by showing your campers that both you and God care deeply for them. God calls us to spread His good news, and our prayer is that you will make yourself available to Him this week. He will use you – for His glory.