

VOLUNTEER MANUAL 2024



What's this about?

The main purpose for this volunteer's manual is to be a source of information for you as a volunteer, as well as practical tips for working with children. This manual aims to provide you with guidelines to assist you in using your natural abilities through practice & experience. Used with our volunteer training, this manual will help to develop leadership skills further. As volunteers we are given by God, both a privilege and an awesome responsibility to be involved in children's lives. We are excited that you have chosen to be a volunteer at One Big Adventure and we look forward to working alongside you, as together we enable kids to have an intentional week of fun, adventure, and learning 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 a leader is Jesus. If we look at His life, we find that He lead by example. He earned respect, not demanded it, was in a right relationship with God the Father and was the servant of all. This is the example all Christian leaders should follow.

Being a leader is not easy, but it can be very rewarding. It means being a servant to others around you. Our ministry is to our campers and as a leader we must show them Jesus through our lives. More often than not, our campers will remember their leaders above anything else that happened at camp.

The master principal of spiritual leadership is found in the words of Christ: As leaders we need to remember the following points and let these direct all of our actions and thoughts for the week: Have a relationship with Christ. It's why we are here. As a Christian, the key to everything we do is our relationship with God. We need to put God first and share His love with others.

Therefore, we should be prepared to:

- Leave all our issues behind us and focus on others.
- Devote ourselves fully to camp for the whole week.

All leaders should aspire to be:

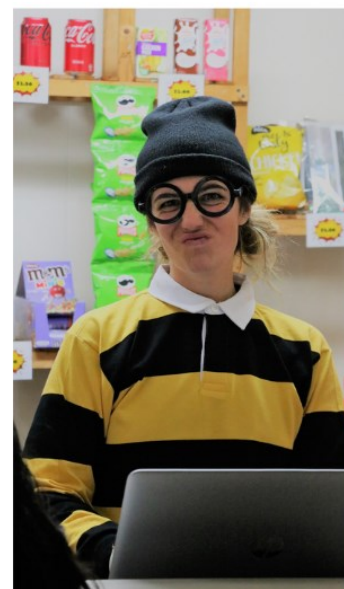
- Actively pursuing a relationship with Jesus.
- In regular connection with a faith based community.
- Open to growth, be teachable and willing to serve others always.
- A positive role model.
- Seeking daily opportunities to talk about Jesus and His workings in your life.



Roles & Expectations

Camp Co-ordinator

- Find, interview, screen leaders and facilitate volunteer training weekends.
- Oversight of camp administration, lead in coordinating the camp - and all it's volunteers.
- Senior level of discipline.
- Organise prayer and preparation time for adult staff & leadership team.
- Ensure programme, policy and procedures are followed.
- Connect, support, pray, love and look after all campers & volunteers!
- Ongoing contact with parents throughout camp.
- Oversight of nurse administering medication.



Programme Supervisors

- Help run the camp programme.
- Ring bell times and time keep.
- Sign up kids to activities at mealtimes.
- Host morning and afternoon teas.
- Roam camp to ensure health & safety standards are met.
- Host camp on the microphone.
- Facilitate night time programmes.



Team Leaders

- Supervises, mentors, and looks after either the girl or guy leaders and leaders in training (LITs).
- One-on-ones, prayer, support, advice and encouragement with volunteers within the group.
- Enthusiastically involved in aspects of programme.
- Discipline of children within gender group.
- Create and maintain a fun, welcoming and transformative atmosphere within their section.
- Problem solver.
- Supervise bed times.
- Daily meeting with the co-ordinator.
- Be involved in prayer.
- Positive role modelling.
- Encourage and enthuse kids to do their best.
- Facilitate meetings & devotional time for their section.
- Understand the roles and duties of their age group.



Camp Mum and Dad

- Pray with and for leaders, LITs, and campers before / during / after camp.
- Discuss needs with the co-ordinator.
- Be involved in prayer.
- Positive role modelling.
- Encourage and enthuse kids to do their best.
- Look for opportunities to help out wherever needed.
- Attend all scheduled adult meetings.
- Be involved when possible with programme activities etc.
- Assist nurse with medication needs of leaders and campers.
- Help to settle children at night.
- Pastoral Care of all leaders.
- Be a 'calming influence' in situations of stress, hurt, etc.



Cabin Leaders

- Be involved in prayer and preparation during training weekend.
- Develop good relationships with campers looking for opportunities to share the love of God through action and words.
- Positive role modelling.
- Encourage and enthuse kids to do their best.
- Encourage the kids at activities, get involved in the activity and lead by example.
- Create a team atmosphere and give children a sense of belonging.
- Stay with the group at all times.
- Provide a positive, safe, healthy and loving environment, while maintaining order and discipline.
- Pray with your campers.
- Attended all scheduled leader's meetings & devotionals.
- Facilitate clean-ups of cabins and other assigned areas.
- Ensure campers follow basic hygiene practices, everyone needs to shower and brush teeth daily, and wash their hands before every meal.



Leaders in Training - LITs

- Be involved in prayer and preparation during training weekend.
- Develop good relationships with campers / staff / leaders / supervisors looking for opportunities to share the love of God through action and words where possible.
- Positive role modelling for children.
- Provide a positive, safe, healthy and loving environment, showing how to serve with a grateful heart.
- Take part in devotional time with other LITs.
- Be involved when possible with programme activities etc.
- Prepare equipment needed for duties.
- Completing assigned duties before being involved with groups.
- Be prepared to help supervise children that may need time out.



Camp Nurse

- Pray with and for leaders, LITs, and campers.
- Be involved in prayer and preparation during the training weekend.
- Positive role modelling.
- Attend scheduled adult meetings.
- At the start of camp be on registration desk and ensure parents/caregivers of those who require medication sign a form giving specific details about medication.
- Follow good medical and hygienic practices when administering medication.
- Keep track of medication given to leaders and children.
- Be able to make a decision in consultation with co-ordinator about further medical assistance when required.
- Be conscious of the risks of being alone with children when administering medical assistance. Always endeavour to have another leader / adult present.
- Be available and easy to contact to attend to campers / volunteer medical needs.



Camp Bible Speakers

- Inform leaders of basic overview of the Bible times.
- Prepare and run the Bible times for the kids.
- Be available to talk with children and at times with the volunteers.
- Join in with camp programme where possible whenever possible.
- Pray for your campers and volunteers throughout the week.



Duty of Care

Volunteers in OSCAR programmes have a duty of care in respect to the children enrolled in the programme.

This means all volunteers have a duty to use due care towards others in order to protect them from unnecessary risk of harm.

All possible care will be taken to ensure the children's well-being and safety is maintained and to act without negligence.

This will continue for the full programme from the first child arriving until all of the children have left the programme.



Practical Tips for Leading at Camp!

One Big Adventure Kids Camp

One Big Adventure camps are an opportunity to experience life changing moments. While the activities and programmes are important in making this happen, it's the volunteers and the relationships formed with the kids and youth that will be the most important. Kids may not remember every activity they did on camp but they will remember you and the time you took to spend with them listening, talking and having fun!



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 ★ ★ ★ ★ ★

You are part of a team and before the kids arrive, you will have an opportunity to get to know the other volunteers, particularly those in your group. Discuss with each other what areas you feel comfortable with, what you feel less confident with, what experience you have and how you are going to support each other through the week. Remember to look out for each other and be prepared to help one another whenever possible. Remember to pray for the other volunteers, kids, and camp staff.



Working with Children

Listen to them: When you are having a conversation with children, really listen to what they are saying. When you listen with the intention of understanding them, they will feel more valued.

Remove labels: It can be easy to label people (*e.g. big kid, naughty kid, ADD kid*). Nobody likes to be labelled with these so do not use them. Jesus called you by name not label.

Have faith in them: Love children as individuals. Encourage them to do well and try their best and let them know that you have faith in them to do it.

Meet their basic needs: Every child needs stability. Even though we are only with them for a week, we still need to support them mentally, physically, and emotionally. Make them feel comfortable and serve knowing that they are at a good place and in good hands.

Love them: Love, care and pray for the kids. Let them know that they are valuable and worth spending time with.



Volunteer Behaviour Guidelines

We expect our volunteers to portray a very high standard of behaviour with the ultimate goal of honouring God. Programmes will be designed to ensure that campers experience an environment where they are safe, secure, respected and their dignity is protected. Programme guidelines are based around our culture statements:

1. **We take care of our things**
2. **We are kind to everyone**
3. **We listen to the OBA team to make good choices**
4. **We keep ourselves safe**
5. **We tell the truth**

Volunteers will encourage children by outlining what is expected of them and explaining the consequences of disobeying. Positive reinforcement will be used at all times. When a child misbehaves or ignores programme rules leaders will:

Verbally remind the child of our camp culture statements in a friendly, non-threatening manner twice



If the behaviour continues, the child will face a consequence such as being removed from an activity for a short period of time



If the child still has not changed their behaviour, set up a time to sit down with them with a team leader to discuss their behaviour



If this behaviour still continues, organise to have a conversation between yourself, the child and the camp co-ordinator



After these processes, if the child cannot adjust their behaviour, they will be sent home for a night.

At no time will punitive (*physical*) discipline be used. This includes punishing the children by physical hitting, withholding food or drink, abusive, demeaning or condescending comments and tone.

Talking About God

Here are some conversation starters that you can use when talking with children; they will give you an idea of where the child stands.

- Hey, what did you think of what the camp speaker said today?
- Have you ever thought much about God?
- Have you ever been to church and what did you think of it?
- If I could pray for you in some way what would you like me to pray for?

Arrival Day

This can be an anxious time for kids and parents / caregivers as they turn up with different levels of expectations. Some will have never been before, for others it will be their first time, some will have friends coming and others will not know anyone. Adults may be nervous about leaving their child in someone else's care and hoping they will be well looked after.

Spend some time thinking about how you would feel in each of the above situations. Discuss with the other volunteers some practical tips on how you are going to welcome the adults and children and how to help them feel excited about the week ahead.

Quiet Time

Quiet times with your cabin group will usually happen at night just before going to sleep. Volunteers should sit down with their cabin after they are ready for bed and have a catch up time. This is a special time set apart for you to talk with your cabin.

Answer questions, discuss the talk for the day and general camp activities. It is a relaxed time where you can hang out in your cabin with your campers. Encourage them to sit around you so that you can keep their attention. Finish the time with a prayer encouraging the children to pray if they feel comfortable or put in prayer requests. Children respond much better to this kind of system then if you get them to go straight to sleep after being excited and active etc.

Duties

Daily duties are essential for the smooth, hygienic and safe running of camp. They are also a good opportunity to teach children the 'how' and 'why' we need to do regular cleaning. Volunteers should not stand back and order campers to do the duties, instead they should get stuck in and work as a team. Volunteers cannot expect a camper to do anything the volunteer is not prepared to do themselves. Positive ways of encouraging the team to be involved could be reminding them that the faster the duty is done, the sooner they can go play a game, etc. another idea is for the volunteer to initiate a singing or joke telling session. **Duties for camp may include:**

- Setting up breakfast / lunch / dinner
- Clean up after breakfast / lunch / dinner
- Dishes



Meal Times

- At the required meal times, the camp as a whole will gather in the dining room and sit in their cabins.
- Points are sometimes awarded to the first or quietest group as an incentive.
- Karakia (prayer) is sung and then an adult staff will allow groups to go up one at a time.
- Groups must sit together at the tables with their leaders and stay there until they are told they can go.
- If there are seconds, an adult staff will allow groups to go up.
- Volunteers and campers are to put plates, jugs, cutlery, and cups in the correct place after use.
- LITs will prepare equipment needed for duties.
- Used spread containers and serviettes go in the bin and food waste goes in the scraps bucket.
- No one is to leave the dining room (*except to go to the bathroom*) before the adult staff have dismissed the group at the end of the meal.
- We expect good table manners from the campers. This includes no playing with or throwing food and keeping the noise level to a minimum. Volunteers will need to reinforce this.
- Meal times are a great opportunity to 'catch up' with campers. Ask them how their day is going, what their hobbies are, favourite sport etc.
- During the meal time there will be a time of notices. Please help keep the children quiet during this time.

Games

Games should allow different groups and genders to mix. The mixing of genders in this environment encourages a healthy relationship between boys and girls. We endeavour to encourage Christian values in our games, one of which is fair play. This means that the volunteers must also be consistent and fair. Campers will be very quick to pick up on inconsistencies - make sure that you penalise infringements of the rules consistently throughout the whole game.

Finish the game with campers wanting more. Do not drag out a game too long - make sure that you (*and not the campers*) finish it. It is better to have several short games instead of one long, drawn out game.

Tips to keep in mind when running games:

- Make sure that you have everyone's attention (*which includes having silence*).
- Keep it simple when explaining the rules.
- Try not to have too many rules, just give the basic ones.
- Apply the rules fairly.
- Know the game well; it is easier to control a game when you know how to play.
- If possible, give a demonstration of the game so that all the campers understand what is going on.



Cabin Inspections

This will happen at any time of the day. After breakfast the campers can go back to their cabin to clean them for the inspectors. The groups that have duties will be given a small amount of time so it might be good to encourage them to do this before they go to breakfast. Points are given out for inspections. Volunteers should keep their things tidy as well to set an example for the campers. If volunteers are in a room with campers they will be included in cabin points. If volunteers have their own cabin they will be given points as well.

Encourage the campers to become creative in the tidying of the room, this can make it fun for them.

Things the inspectors will look at:

- The cabin has been vacuumed.
- Beds are neat and tidy.
- Rubbish has been removed from the cabin.
- Wet towels and clothes hanging up.
- General appearance of cabins.
- How creative the campers have been on decorating the cabin.
- Nice notes / Bible verses / poems etc. left for the inspector.
- Bags are at the end of the bed or under the bed - zips done up with no clothes hanging out.



Showers & Bathrooms

Campers are required to shower every day. There will be a set shower time each day. Showers should be no longer than 3 minutes. Volunteers need to supervise their group's shower time from outside the door of the bathroom. Volunteers shower in their own designated free time.

Volunteers are to use only the bathroom facilities that have been designated to them and are not to use the campers' bathroom facilities. An exception to this may be if staff / volunteer facilities cannot cope with the demand at peak times. In which case temporary signs will be put up and a campers' bathroom may be restricted to staff / volunteer use only for a certain time. Alternative facilities will always be available for campers.

Homesickness

Signs and symptoms:

- A camper who goes off by themselves.
- Appears weepy and withdrawn.
- Physical symptoms of indigestion, constipation, headache or stomach ache.
- Loss of appetite.

Quick tips when a child shows signs:

- Let the camper know it's OK to miss mum, dad, pets, etc.

- Ask them what they have liked about camp so far and what they are looking forward to. (*Volunteer may get a 'nothing' answer, share some things that you like*)
- Ask a camper from their cabin to become their 'buddy'.
- Make them feel wanted by spending time with them, doing something they enjoy.
- Pray with them.
- Encourage them to join activities.
- Call on Camp Mum and Dad to help.

Bedwetting

You will be told at the start of camp if any of your group suffers from bed wetting.

Do not make any issues out of it:

- Volunteers should discretely ensure that any campers with this condition use the vinyl covered mattress in their cabin.

In the event of a camper wetting their bed:

- The first thing a volunteer needs to remember is that the camper will be very self-conscious.
- It is important to reassure them. Tell them that everything is OK.

There are signs that a camper has wet the bed:

- e.g. smell of urine, camper reluctant to get out of bed, pretending to be asleep etc.

Dealing with an incident:

- It is very important to stomp out any teasing, as some children can be very hurtful without realising it.
- Ideally try and get the rest of the cabin out and busy with an activity before trying to clean up.
- The volunteer should then help the camper to get up, shower, and change their clothes.
- If most of the cabin is unaware of what is happening then it is better to leave the bed as is until breakfast time when it can be discreetly cleaned up.
- Alternatively, if the camper is extremely resistant to get out of bed, possibly pretending to still be sleeping, leave them and get the rest of your cabin to breakfast before helping the camper.
- When the child comes back from the shower, give them a plastic bag (*available from the rainbow drawers*) to put their soiled clothing and bedding in. Take this bag to the laundry and put through the washing machine. If it is full, leave a note on the bag and come back.
- Spare bedding can be supplied by staff. The mattress will need to be sponged down with disinfectant and put out in the sun to dry.
- Be discreet about the washing and drying of this.

Helpful Hints:

- After dinner, it is important to limit the child's liquid intake. Only small amounts of water.
- The leader also need to make sure the camper goes to the toilet just before bedtime.
- Have a torch available if they need to go to the toilet during the night.
- It is advisable to let your campers know it is OK to wake you up.

Holy Huddles

This is our affectionate term for volunteers congregating together, usually in the camper's kitchen. Please be aware that you are required to stay focused on the children at all times. There will be allocated times when as volunteers, you are able to hang out with each other and catch up so please do not do it when you are supposed to be with the campers.

Cell Phones / Valuables

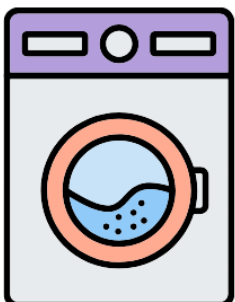
Volunteers are not permitted to have cell phones during the camp. The adult staff at sign in on the volunteer training weekend will collect your cell phone at the start of the week and safely lock it away to be returned when all campers leave at the end of the week. It is advised that money and other valuables be given in also for safe keeping. Any volunteers aged 19 and over are allowed to have their phones but it is you must keep it out of sight and only use it at appropriate times i.e. during your free time in the teacher lounge.



Volunteer Relationships

If you are already in a relationship with another member of the team we ask that you would not make it known during camp as you are here to engage and supervise the kids effectively. We ask that you leave any 'relationship forming' until after camp. Again, remember that this week is about focusing on the needs of your campers; please do not be distracted from that goal.

Laundry



All laundry should be done by volunteers. The laundry may only be used to wash campers clothing and bedding if they wet their bed, kitchen laundry and volunteer t-shirts. If volunteers are requiring their personal things to be washed then they will need to pay \$2 (2x \$1 coins) each to use the wash machine and dryer. This is to be done in your own time and should not interfere with other washing.

Boundaries

Boundaries and other rules will be explained at the start of camp. Volunteers will be required to remind groups of these and enforce them. Rules are in place for the health and safety of all and the operation of the camp.

Sun Safe

We work towards a sun safe environment for all people onsite at camp. Volunteers will be encouraged to act as good role models and will encourage campers to be 'sun-smart' and play in shady areas. We encourage all campers to wear hats, shirts, and sun block when appropriate, especially during the high risk time of 11am to 4pm. If a child refuses to protect themselves adequately from the sun, they will need to be supervised in a shady area.



Smoke AND Vape Free



A **smoke and vape** free policy will be enforced when kids and youth holiday camps are operating. No one will be permitted to **smoke or vape** at the programme or while on-sight at Carey Park without permission. Those volunteers who **smoke or vape** may only do so in the designated smoking area and only when on their free time.

Health and Safety

We require all volunteers to take reasonable steps to ensure their own safety and that of others. We are dedicated to a healthy and safe working environment and to conduct all our activities in a safe manner to prevent harm to persons.

Volunteers are to co-operate in the maintenance of a safe and healthy environment at all times by:

- Working safely and effectively with due regard to the effects of their actions on others.
- Adhering to safety regulations, our rules and standard operating procedures.
- Using and maintaining all equipment and facilities provided in the correct manner.
- Immediately reporting any unsafe conditions or defects.
- Reporting early any pain or discomfort.

In the event of an accident

If you are the first to arrive on the scene, you need to secure the area and eliminate any further hazards. Ensure the rest of the group are in an area where they can be safe. Remove anything that may cause further harm - on the condition that it will not further harm the injured. Administer first aid if you are authorised and trained to do so or ensure appropriate people have been notified and are on their way. Keep the area safe for all involved and assist first aider as instructed.

What to do in an emergency

Fire

If you discover a fire:

- Go to the nearest alarm, break the glass and turn on the switch.
- Dial 111 - Ask for 'fire service' - report the fire.
- Then proceed to evacuate children out of buildings and onto the field.
- If you hear the fire alarm, assist in evacuating all the children then leave the buildings using the closest exits.
- Move quickly and quietly to the assembly area. On the field, outside the house.
- Make sure all your group members are with you and make sure they stay there.
- Report to the building warden - your group are all present or if someone is missing.;
- Stay at the evacuation assembly point until the all clear is given.



Earthquake

If indoors:

- Ensure the group take shelter under a solid structure, e.g. door frame or table.
- Keeping away from the shelves with heavy objects and windows that could break.
- If there is no suitable protection, tell your campers to do the following;
 - Stop moving. Drop to their knees. Roll into a ball.
- When the shaking stops, stay inside unless you are confident that it is safe to move outside.

If outdoors:

- Stay outside. Do not allow people to go inside.
- Move your group to open ground away from buildings, trees, power lines, etc.
- Stay with your group and do not let anyone wander off, even after the shaking has stopped.
- Check for injuries and administer first aid where necessary.
- Notify Camp Coordinators as soon as possible that you are alright or if you have any injuries.

Flood:

If a flood occurs at One Big Adventure:

- Move all campers to the highest ground - car park.
- Once there do a head count to make sure all children are present.



Other Info

Volunteers should not leave camp without the consent of the Co-ordinator. If you are under 18, you are unable to leave our site unless we have something from your parents / caregivers giving you permission to do so. It is important that any volunteers taking passengers and leaving site, be responsible and have a Full License.

Please do not invite friends to come and visit you during the week. Your focus needs to be on the campers for the duration of the week.

We also do not permit any volunteers to give out their social media or personal contact details to a camper during a week of Kids Camp. It is important that you keep both yourself and the camper safe at all times. Unless you have permission from the camper's parent - you are not to engage with campers on social media whilst you are a volunteer with One Big Adventure.



AND FINALLY, FOUR NOTES OF OUR APPRECIATION



THANK YOU!!

1. **Thank you from the Adventure Camp Trust Board.** We realise that you are making a real sacrifice to be here this week. Many of you giving up study, work and holiday time to be here. Thank you for making this choice. We appreciate your commitment to this extremely worthwhile ministry.
2. **Thank you from the kids.** Thank you for taking the time to be their friend, for helping them with duties, for teaching them new skills and most importantly, for loving them and letting them know they are a valuable person.
3. **Thank you from the parents / caregivers.** You have some very precious individuals in your care this week. Thank you for looking after them and loving them as you would your own children and family members. Thank you for giving something of yourselves to them and helping them to grow into caring, confident, Godly people.
4. **Thank you from God.** In Christian camping, you get the opportunity to communicate God's love in so many practical ways. Thank you for investing in God's Kingdom by showing your campers that you care about them and God cares about them. God chooses us as Christians to spread his good news. Our prayer is that you make yourselves available to Him this week. He will use you for His Glory.