

STAFF
PREPARATION GUIDE
2012



Changing Lives Through Positive Modeling



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Ocoee, TN 37361
Tel: 423-338-5588

www.campcoee.com

CONGRATULATIONS and Welcome to the family!

We are so excited to have you at YMCA Camp Ocoee this summer. We are looking forward to the numerous opportunities we will have to affect the lives of all the children and adults who will visit us this summer.

Be prepared! You definitely will have a fully emotional experience this summer. You will interact with all types of children. You will spend long days and nights in the middle of the woods with limited rest. And you will laugh, cry, dance, smile and sing your lungs out almost every day. But the best part is that you will have the opportunity to serve God through service to our campers and guests. That in and of itself will most assuredly make you have a meaningful and personal experience.

We are really excited for your arrival and we are trying to prepare camp and ourselves for an amazing summer. We are ready!

Are you ready?

This packet is intended to help you prepare for your experience. Please review it carefully and let us know if you have ANY questions.

Know that we are praying for each of you in this way...

“Be assured that from the first day we heard of you, we haven't stopped praying for you, asking God to give you wise minds and spirits attuned to his will, and so acquire a thorough understanding of the ways in which God works. We pray that you'll live well for the Master, making him proud of you as you work hard in his orchard. As you learn more and more how God works, you will learn how to do your work. We pray that you'll have the strength to stick it out over the long haul—not the grim strength of gritting your teeth but the glory-strength God gives. It is strength that endures the unendurable and spills over into joy, thanking the Father who makes us strong enough to take part in everything bright and beautiful that he has for us.”

~Colossians 1:9-12

We can't wait to see you!

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Camp Leadership

B.J. Davis – *Executive Director*

B.J. joined the YMCA Camp Ocoee staff in November of 2011 after serving as the Associate Executive Director of YMCA Camp Widjiwagan in Nashville, TN. B.J. began his YMCA camping career here at Ocoee in the 90's.

Jack Reel– *Maintenance Director*

Jack joined our team in April of 2011. He is the Handy Man on camp, so let him know if you need anything.

Sandy Kinser – *Office Manager*

Sandy joined us in March 2008. She is originally from Florida and moved up here a few years ago. She is a mother of 4 great kids, and 2 grandkids.

Please see page 20 for the contact information of the camp management.

Staff Expectations

Along with particular expectations illustrated on your individual job descriptions (whether you are a cabin counselor, a lead staff/area director, a group camping host or a wilderness adventure guide) there are certain things that we expect *ALL* YMCA Camp Ocoee staff to adhere to, including:

- Our role at camp is to be modeling servants for our campers and guests – their overall experience and needs must come before our own.
- We are to model Christian principles and values in *EVERYTHING* we do. We do this by incorporating the principles found in 1 Peter 4:7-11 in our daily lives.
- We are to follow and support the leadership and direction of camp administration without grumbling.
- We are to follow the camp guidelines and boundaries at all times.
- We are responsible for being on time to all program activities.
- We put 100% of our effort in doing our jobs.
- We are honest and respectful with one another even if there is a grievance or misunderstanding. (Matthew 18:15-16)
- We are consistent in working with our campers and guests every day, every week.
- Praise in public, be constructive (and discipline) in private
- Work as one unit – a team of many for one purpose (Philippians 1:17)
- Have fun!

If we all commit to following these expectations, we will have an *AMAZING* summer.

Staff Training

We will be hosting our mandatory, paid staff training in the last week of May and beginning of June. This will help all of us prepare to work together in organizing our summer.

Below are the dates that you will need to arrive on, depending on your current certifications.

Please **mail/email in a copy of any current certification.**

- Sunday, May 20th by 4:00pm – all LEAD and Co-Lead staff members
- Monday, May 21st by Noon – Lifeguard Certification – All staff interested in becoming a lifeguard need to call B.J. to confirm prior to arriving for training.
- Monday, May 21st by Noon – Ropes Course/Climbing Training – All staff interested in becoming a Ropes/Climbing Staff need to call B.J. to confirm prior to arriving for training.
- **Sunday, May 27th Check-in between 2:00pm & 3:00pm – All staff**

Please Contact B.J. if you have questions about when you need to be at camp. Email him at bj@campcoee.com or call at 423-338-5588.

What to expect at staff training

- Child Abuse & Safety Training
- Program Area Instruction & Development
- Discipline Standards & Techniques
- Cabin Life training
- Fun & Games
- Staff Overnight Trips
- Staff Mentoring
- Camp Daily Schedule
- Songs & Skits
- Devotions & Christian fellowship
- Camp facility preparation

History of YMCA Camp Ocoee



The Beginning

In the summer of 1916, Mr. Glenn “Chick” Ellis, a staff member of the YMCA of Chattanooga, was traveling with a Y friend, M.L. Mulkey, from a YMCA summer conference meeting they attended at YMCA Blue Ridge Assembly in the mountains of western North Carolina. On their way back home to Chattanooga, the “heavens opened up” and poured tons of rain upon the two, closing the major railroads and road ways. The resulting floods from the storm isolated Blue Ridge for a brief time. When the railroads opened back up, Ellis and Mulkey decided to ship their belongings back home and hike back to Chattanooga, rather than wait for further openings of other roads. So they took off on a 200 mile journey home. They completed their trek in only eight days, an average of 25 miles per day.



Glenn “Chick” Ellis - Founder of Camp Ocoee
July 4, 1893 - December 27, 1992

On one stretch of their journey, they got help from an electric car, owned by the Tennessee Power Company, which carried them down a flume line down a river to a dam in the river, which created a magnificent lake. Before they completed the last stages of their journey, they spent one night on the shores of Parksville Lake. They were struck by the amazing beauty of the area. And while sitting upon the lakeshore, they made a decision to open a YMCA camp on its shores. So, in 1916, the idea was planted in their hearts and minds.

Soon after returning to Chattanooga, Glenn Ellis pioneered the camp’s beginning and is credited as the founding father of what is now YMCA Camp Ocoee. Ellis loved hiking and was in excellent physical condition, having spent lots of time exploring the woods and also as a recruit serving in the first World War. His friend, Harry D. Schrock, the Boy’s Physical Director at the YMCA,

saw camp as a vision for a place for boys to explore within the forest and on the lake – collecting nature and building strong character. Ellis captured Schrock’s vision and set the camp in motion.

But Ellis contributes his main motivation for camp to Jesus Christ, whom Ellis credits as causing the rain that isolated the friends and providing them with the intense beauty of the Ocoee area. And so, with his strong Christian foundation, he worked for seven years in laying the groundwork to build a camp. And in 1923, YMCA Camp Ocoee opened for the first time.

In its initial years, Camp Ocoee served boys in tent style structures. Over the next 15 years, camp evolved from a tent camp to one with fixed cabins, thanks in part to several volunteers and funders, including Hugh Wasson, one of the camp’s first chairmen, and members of the local Chattanooga Rotary Club. The passage of time saw programs change and new ones emerge. Mr. Ellis added visits to camp by Native American Cherokees to allow campers to learn about the native culture. He also added a week of girls camp, whose first director was Dathyne Brown Covington, and a camp for kids who could not afford a regular camp session.

All in all, Ellis founded what was to become a legacy of building lasting positive, Christian emphasized values within girl and boy campers on the shores of Parksville Lake. That legacy is the essence of the Ocoee spirit that can be felt today at camp. ¹

Ocoee’s Meaning

Camp Ocoee’s name comes from the common maypop, or passion, flower. The word “Ocoee” in the Cherokee Indian language is “Oco-Hi” (Oco= passion flower, Hi= ending denoting location). So “Ocoee” means “place where passion flowers are found.” Many of these flowers, with their round yellow pods that make a popping sound when stepped on, can still be seen along the pathways and roads around camp.

YMCA Involvement

Camp Ocoee, from the beginning, has been under the direction and leadership of the Young Men’s Christian Association (YMCA). As part of the YMCA movement, Camp Ocoee’s mission is to utilize camp as a tool to put Christian principles into practice through programs that build the spirit, mind and body of all camp guests. The Christian emphasis of the YMCA can be strongly felt today in camp’s programs and leadership.



¹ Taken from *The Ocoee Story: Seventy Five Years of Changing Lives*; Robert Myers, 2002.

Past YMCA Camp Ocoee Directors

Glenn Ellis:	1923-1959	Henry Postma:	1971-1972
Norman Covington:	1959-1960	Latta Johnston:	1973-1978
Ed Rose:	1961	Ron Nelson:	1979-1984
Jim Osborne:	1962	Bill Severance:	1985-1990
Jim Ensign:	1963-1965	Latta Johnston:	1991-2004
Charles George:	1965-1970	Neil Rosenbaum:	2005 – 2011
		B.J. Davis	2011-present

Program Information

What is camp all about today? Well, much of what Ellis first envisioned still occurs at camp. However, some things have developed to meet the interests and needs of today’s visitors. YMCA Camp Ocoee today facilitates several services and programs not only for kids, but for people of all ages. And camp happens throughout the year, not only in the summer.

But mainly, camp can be broken down into the following key areas:

Summer Camp

Ranger Camp

Ranger camp is Ocoee’s traditional summer residential camp program for youth ages 7-15. During their session, campers participate in individual skill activity periods in the morning, devotions, afternoon cabin activities in the afternoon and several evening programs. Campers can come for one week sessions.

Teen Leadership Academy

The Teen Leadership Academy is a Christian leadership training program for teens and young adults. The 2-week Counselor In Training (CIT) program is offered to rising high school juniors who wish to get advanced training on the skills, values and experience of what it takes to be an Ocoee staff member. The Ocoee Ambassadors in Review (OARs) level is for rising high school seniors and college freshmen who wish to fine tune their skills and gain key volunteer experience in a camp setting. The Teen Leadership Academy operates mainly during the summer, but camp also offers several year round leadership trainings in addition.

Year Round

Retreats & Rentals

YMCA Camp Ocoee facilitates several retreats each year both at camp’s main site and also at the Wasson Lodge and Johnson Retreat Center. These retreats offer people of all ages experiences for meaningful reflection, fellowship and fun. The retreats offer activities and services intended to help individual develop and strengthen Christian life values.

Outreach

YMCA Camp Ocoee also takes many of its services outside of camp to area schools, businesses and churches. Camp is able to facilitate team building & training seminars, adventure trips, environmental education programs and even do worship services.

A Day in the Life of Camp

Besides the 2-week session, a typical Ranger Camp experience lasts 7 days. Campers arrive on Sunday afternoon and depart on Saturday morning.

Sunday

- Campers arrive, check-in and get settled in cabins
- Camp tours and cabin pictures
- Store accounts set up
- Swim test given to every camper
- First meal (dinner)
- Campers sign up for morning activity periods
- Camp-wide Campfire & Opening Devotion

Monday – Friday

- Morning Devotion (“Morning Watch”)
- 3 meals
- 3 individually chosen morning activities – switch half-way through week
- Post lunch rest period
- Store time
- 2 Afternoon cabin centered activity periods (vary each day)
- Evening Programs (vary each night)
- Nightly Devotions/Vespers
- Friday Decision Night & Closing Ceremony

Saturday

- Morning Devotion
- 1 meal (breakfast)
- Clean up, pack up
- Campers depart
- All camp cleaning session

Daily Ranger Camp Schedule	
7:00 am	Rise & Shine
8:00 am	Morning Watch (devotion)
8:15 am	Breakfast
9:00 am	Individual Activities (3 periods)
12:30 pm	Lunch
1:15 pm	Siesta (rest period)
2:30 pm	Cabin Centered Activities (3 periods)
6:00 pm	Dinner
6:45 pm	Store & Structured Free Time
7:30 pm	Evening Activities*
8:45 pm	Clean Up & Settle In
9:00 pm	Evening Devotion
9:45 pm	Lights Out for Young Campers
10:30 pm	Lights Out for Older Campers
* 3 nights are devoted to camp wide activities, 2 nights are devoted to age specific activities	

*NOTE: Adventure and Teen Leadership Academy sessions have different schedules. In addition, all cabins are encouraged to take one campout each week.

Staff Time Off

Working at a camp is unlike most summer jobs in that they are not hourly positions. That is because most of the positions have staff caring for children throughout the day and night. To compensate the long hours, staff are given the following time-off periods each week:

- Between Sessions – after camp is cleaned and after the last campers leave on Saturday until the staff meeting on Sunday morning.
- One Long Night Off per Week – just before dinner until 11:00pm; staff are allowed to leave camp property
- One Short Night Off per Week – after kids in cabin go to bed until midnight; staff must stay on camp property
- One daily 30-minute rest period – except on days with either the long or short night off

Staff working a weekend stayover (between sessions) will receive extra compensation and an extra short night off. Between sessions, staff are given the opportunity to enjoy several of the camp activities (upon approval of the camp administration).

Requests for extended time off (to attend weddings, college orientation etc.) must be made prior to arriving at camp. Please notify camp administration in by May 1st.

Camp's Programs

There are several activities that we teach campers during their visit at camp. The staff aims to help improve the skills of particular activity areas in which the campers participate, therefore, campers will often attend multiple class periods in the same activity.

Here are many of the activities we provide at YMCA Camp Ocoee.

- High Ropes Course
- Climbing Tower
- Paintball
- Kayaking/Canoeing
- Funyaks
- Sailing
- Mountain Biking
- Swimming
- Arts & Crafts
- Ceramics & Pottery
- Radio Station
- Drama/Theater
- Dance
- Field & Team Sports
- Sand Volleyball
- Archery
- Riflery
- Fishing
- Water Skiing/Wakeboarding
- Backpacking
- Bible Study
- Newspaper
- Video Production
- Iceberg Climbing Tower

Just like we provide Christian values in all aspects and areas of camp, we also strive to provide an atmosphere of EXTREME FUN. Putting fun into our programs and the times spent with our cabins is essential.



Christian Emphasis

YMCA Camp Ocoee's mission is to put Christian principles into everything we do to help build the overall health of our campers. Campers of all faiths and cultural backgrounds attend camp. To meet the goals of our mission, YMCA Camp Ocoee has a unique and important tradition in emphasizing the Christian aspect of a camper's experience.



Camper's are engaged in daily, Biblical-based devotions. With that said, YMCA Camp Ocoee is not a church-affiliated Bible camp, therefore we do not engage in matters of Christian doctrine.

The most important thing for us to do as a staff is to **daily model Christian values and principles at all times**. We have adopted the following verses as our staff slogans.

1 Peter 4:7-11

"...be of sound judgment and sober spirit for the purpose of prayer. Above all, keep fervent in your love for one another, because love covers a multitude of sins. Be hospitable to one another without complaint. As each one has received a special gift, employ it in serving one another as good stewards of the manifold grace of God. Whoever speaks, is to do so as one who is speaking the very words of God; whoever serves is to do so as one who is serving by the strength which God supplies; so that in all things God may be glorified through Jesus Christ, to whom belongs the glory and dominion forever and ever. Amen."

Devotions

Our staff are expected to lead daily Bible-based devotions. Below are times when devotions are conducted.

- *Morning Watch* - Each morning, we will have a camp-wide morning devotion called Morning Watch. One cabin will be selected to lead that devotion. The entire cabin (including all campers and counselors) will be encouraged to play a part in leading the devotion, however it is only mandatory for the two counselors.
- *Rest Period* - There is a daily rest period after lunch. All campers and counselors will return to their cabins for a 45-minute rest period. This time is to be used for quiet reflection and rest. Counselors are allowed to lead a Bible study with their campers during that time, but it must be optional for campers. For campers not wanting to participate, they must remain in the cabin and either sleep, read a book, write in their journal or write a letter home. No electronic devices besides fans.
- *Evening Devotions* - Most nights evening devotions will take place on a camp-wide basis. One of the counselors or admin staff will lead these devotions. Cabin evening devotions are to be done by the counselors in the cabin. All campers and counselors are asked to participate.

Christian Leadership Team

A team of staff, comprised of admin, counselors and program instructors will have the opportunity to be a part of the CLT. They must be unashamedly Christian, possessing strong Christian values and a willingness to lead camp worship and devotions. The CLT will help counselors prepare for morning watch devotions, evening campwide vespers and the YMCA Ragers program. **If you would like to be a part of the CLT, please contact the summer director before arriving at camp (info@campocoe.com).**

Decision Night

On the last Friday of each camp session, campers will participate in a very special YMCA Camp Ocoee tradition – Decision Night. During Decision Night, a staff person (usually one of the camp administrative staff members) will testify to their faith and share with the campers the meaningful and spiritual aspect of the camp experience that we hope they will bring back home with them. After that, campers are given a piece of paper and are asked to think about an important decision they would like to make and carry out in their lives after they return home. This decision is made between God and them, therefore all of their decisions will be ceremoniously burned in a fire. This night is vital in helping the campers understand that camp is about more than just fun and games, it's also about the spiritual growth and fellowship they experience here.

Special Programs During Summer

YMCA Camp Ocoee partners with other organizations to provide camping opportunities for youth and adults in special circumstances. Below are a few of the groups/programs which we will be partnering this summer.

YMCA Community Action Projects (YCAP)

YCAP is a special program for youth run by Joe Smith and the YMCA of Chattanooga. These youth are involved in an intense, year long counseling program, where the aim is to help guide them to make better life choices.

Staff What to Bring List

Cabin Life

- 1 sleeping bag
- pillow
- sheets (twin bed) & blanket
- laundry bag for soiled clothing
- Flashlight/Headlamp
- CD player (optional – no bad music)
- Journal
- Fan (recommended)

Toiletries

- Towels (more than one)
- Wash cloths
- Soap and soap dish
- Toothbrush, toothpaste and dental floss
- Brush, comb
- Hairdryer (optional)
- Shampoo/conditioner
- Sunscreen
- Insect Repellent
- Deodorant (please!!)
- Razor (no facial hair boys)

Clothing

- Shorts (no short shorts – daisy dukes etc.) – both for casual nice and for games
- T-shirts (no alcohol, drug, cigarette etc. logos or information)
- Socks
- Raincoat, poncho
- Swimsuits (ladies: 1-piece suits and trunk suits only. No bikini swimsuits)
- Sneakers/Comfy Athletic shoes
- Shoes to get muddy
- Hiking Boots (Optional - make sure to break them in BEFORE arriving at camp)
- Waterproof sandals w/ a back strap. NO FLIP FLOPS
- Pajamas
- Hat
- Bandanna
- Light jacket/sweatshirt
- Climbing harness (optional)
- 1 Nice set of clothes for closing staff banquet (guys: slacks & tie, girls: skirt/dress)
- Quarters for laundry

Counselor Supplies

- Bible
- Devotional Study Materials
- Small Backpack
- Music Instrument - if you play one
- Letter writing materials – stationary, pens, stamps
- Games
- Whistle (optional)
- Stickers (optional)

Optional Items

- Baseball glove
- Frisbee
- Camera & Film
- Books to read during rest period
- Camp Chair (Crazy Creek, Collapsible etc.)
- Bike and Helmet
- Money for Store/Nights Off

Forms & Documents

- Medical Form (filled out by doctor)
- 2 Proofs of ID (social security card and passport or drivers license)
- Birth Certificate (18-)
- Current Certification Cards (CPR, 1st Aid, Lifeguarding, AED etc.)

What NOT To Bring

- Alcohol
- Cigarettes/Tobacco Material
- Illegal Drugs (marijuana etc.)
- Pets
- Weapons (guns, large knives etc.)
- Inappropriate Music (inappropriate language and content)
- Laptop computers/DVD players

Preparing for Camp

Some other things to keep in mind about preparing for your camp experience at YMCA Camp Ocoee this summer.

Get Fit

Although YMCA Camp Ocoee is not geared toward being a “sports camp”, we still participate in very active activities. Therefore, counselors should expect to do a LOT of walking, running around, swimming, canoeing, hiking, playing and dancing. Therefore you need to be prepared to handle that. We’d hate to see you pass out after a full day of hiking around camp’s hilly landscape.

Swimming

All counselors will spend a good deal of time in the lake, swimming with their kids, bouncing on the water trampoline, riding the banana boat and canoeing, keoweeing, and kayaking. Therefore, you need to be ready to swim...a lot.

All lifeguards and water skiing instructors will have to pass a rigorous swim test as part of their certification. Please make sure to get in the water now and practice.

Girls are to wear one piece swim suits only.

Get Silly

Camp is not the place to “act cool.” It’s a place to step out of the comfort box and engage in silly fun. Counselors will be expected to participate and lead silly games and songs. Your campers will constantly be looking at the way you react to the songs and games. If you sit back and complain about how stupid the songs and games are...your kids will too. But if you get silly and have fun with them, so will your kids.

Do you know some fun camp songs and group games? Bring your ideas with you.

Hot & Sweaty

It gets hot during the summer at Camp Ocoee. So be prepared for the heat. You’ll need to drink LOTS of water every day. And trust me, you’ll get very hot and you will sweat quite a bit...so bring lots of deodorant. ☺ Oh, by the way, you will not have air conditioned cabins. Get used to it now.

Disciplining

We would all love it if our campers were perfect angels throughout the week...with them all following every rule you give. But sorry to say, that just won’t happen. So you’ll need to be prepared to handle misbehaving campers. As a counselor, you are somewhere between being your campers’ friend and parent. Overall, you are there to keep them on track. You will get some training on this, but start looking at resources to help you prepare. Ask your parents for help. Read the Bible and look over resources such as Love and Logic, the 40 Developmental Assets and others for guidance on discipline ideas. Your admin staff is here to support you as well, but most problems should be manageable.

Home Sickness

You WILL have some kids who get scared and want nothing else but to be at home with their parents, safe from the creepy crawling bugs, from weird noises scurrying in the night, from loud thunderstorms and from other kids picking on them. Others will just start crying and complaining that they just don’t like it at camp. So, you’ll need to be prepared to comfort them and help them understand the fun and excitement of camp. Camp is a growing experience for many kids, learning, many for the first time, what it’s like to be without their parents for a few days. Night time is usually when you will have to deal with most cases of home sickness.

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Role Modeling

Have you ever seen the “Chewy Chewy” granola bar commercial where the kids in the scenes repeat things their parents had said without them knowing they heard it? Well, guess what? That’s exactly what will happen once your campers go home to their parents. A few weeks later, they’ll repeat that one thing you said that you thought no one else heard. So be prepared to not whisper things to your co-counselor that you don’t want the campers OR their parents to know. There will be times you will need to vent and let off some steam. But you’ll need to do that ONLY when you’re enjoying time off and time away from camp. It’s all about control. And no, giving your kids granola bars won’t prevent them from repeating things you have said.

Relationships

Alright, we know it happens. Two counselors meet at camp and end up building a relationship together. Trust us, we’ve seen many *many* counselors do this...and some are now married. ☺ But it is camp, it is not an episode of the “As the Camp Counselor World Turns” soap opera. We are there 24 hours a day *FOR THE KIDS*, not for the purpose. So, if you do end up thinking another counselor is cute, be prepared not to show that you’re interested in them while you’re at camp. No P.D.A. – no holding hands, flirting or anything else that would distract your attention from your campers.

Friends and family who visit camp must be approved by camp administration before they arrive and register in the office upon arrival.

Pay Day

Staff get paid every other week (or bi-weekly) and we do have to take taxes and such out of your paycheck. So, when you get your check, know that it will show an amount less than the amount listed you’d get in your contract. You can also apply for a direct deposit to be done.

Campouts

At one time or another this summer, you will be taking kids out on “trail” (either by foot or by canoe) and spending the night away from camp in a tent. So, you’ll need to bring a sleeping bag. You’ll get training on the procedures we use, including how to use the camp stoves, tents and supplies you’ll need. But be prepared. We have backpacks, but if you have one, bring it.

Appearance

Staff will be expected to dress and look presentable at all times while at camp. All staff will be expected to be well groomed. All guys are not to have facial hair, unless pre-existing and approved by the camp administration. Staff will receive two t-shirt uniforms to be worn on Saturday and Sunday (check-in and check-out days). Tattoos will need to be covered at all times. Body piercing will need to be covered or removed for safety purposes. For health reasons, staff will be expected to clean daily.

Clothing will need to be camp appropriate and conservative. No mid-riff shirts, sleeveless undershirts, clothing with inappropriate labels, low-cut necklines, torn clothing, denim shorts or short shorts (“daisy dukes”) will be permitted. Hats will be permitted outdoors only and must be removed indoors. Close-toed shoes will be required for the climbing tower, ropes course and mountain biking.

Time Off

Between sessions, staff are allowed to stay on camp property, but they will be responsible for their own meals. We encourage staff with vehicles to offer those without means of transportation to come along with you during your free time. Remember your International Friends!!!

Health Form

All staff members have to bring in a signed health form, filled out by you and your doctor/physician. It may require you to have a physical exam, if you have not had one in the

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past year. You can download a copy of the health form on our website:

<http://www.campocoe.com/register/CamperHealthForm.pdf>

International staff: if your agency required you to take a health exam, we will need to have that form. Some of you had them in your application. If you do not have one, you will need to either have a health examination done at home (with the green form) or you'll need to have a health examination done at camp at your expense.

Vehicles at Camp

Staff may bring their cars to camp, however they **MUST** be parked at the designated parking lot. Other than moving into your cabin, vehicles will not be allowed to the cabins. Camp is not responsible for any injury that may arise if you transport any other staff members. At no times will you be allowed to transport campers in your personal vehicles (including CITs).

Cabin Life

Many staff bring plastic storage bins or trunks to store their personal items in their cabins. We recommend the plastic shelf storage systems with deep shelves that can roll. This is not required, but many staff find them easier to move around. Please LABEL all of your clothes/personal items (even your socks and toothpaste...trust me). Bring your own pillow. *INTERNATIONAL STAFF:* you will get bed linens and pillows when you get to camp.

Music/CD Players

We don't mind if you bring a small stereo and some of your music. BUT, all of your music must be appropriate. Please be appropriate with your music...and LABEL all of your CDs with your name in permanent marker. iPods and MP3 players are allowed by staff only, but they are only to be used when kids are asleep/not around. Campers are asked NOT to bring those items.

We have a radio station at camp, and we will be playing music, stories and interviews on it everyday (some recorded, some live). When the station is on, all your stereos will be required to be tuned to the radio station (that includes in both cabins and program areas). No personal music will be permitted during that time...or what's the point of the radio station! ☺ The only exception is if you are using music for a devotion or reflection time. *International Staff:* Please bring some music from home so the kids can get an idea about the music you listen to.

Computers/Email

No computers or DVD players (including PSP, Gameboy or other game systems) will be permitted in your cabin at ANY time. If you bring them, you will be required to either lock them up in your car or store them in the camp office. We have wireless internet access in our office, so you may use your wireless capable laptops to check email etc.

We are hoping to have an internet accessible computer in the staff lounge for staff to check email and browse the internet. If this is not available, we will allow the staff to check email during time-off periods in our office ONLY if approved by camp administration and when we are around.

Cell Phones

You are permitted to bring your cell phones, however they must be stored in your vehicle or in the office. **NO CELL PHONES WILL BE PERMITTED IN CABINS!** Please adhere to this rule. Campers are not allowed to bring cell phones either. There is VERY limited cell phone access around camp anyway. There is a phone line in the staff lounge. You **MUST BRING A CALLING CARD** to call long distance.

Letters/Packages

Please encourage your family and friends to write you letters and send you care packages. If they do send you food items, we will ask you to take them to the staff lounge. When they mail a letter/package to you, please have them write your NAME on it. They can send it to:

YMCA Camp Ocoee
111 YMCA Drive
Ocoee, TN 37361

STAFF PREPARATION GUIDE – YMCA CAMP OCOEE

Cabin/Activity Assignments

During our staff training, we will ask you for your preferences regarding both an age group that you want to supervise and an activity that you would like to teach. The LEAD staff will take those preferences and evaluate where WE think you need to be, and then we'll assign you a cabin and a program AREA (Arts, Adventure, Land Sports, or Waterfront). The activities in the 4 areas are listed below:

- Arts: radio station, video production, arts/crafts, ceramics, dance, music, drama, newspaper
- Adventure: climbing, high ropes, caving, nature, paintball
- Land Sports: archery, riflery, volleyball, team sports (ultimate, basketball etc.), mountain biking, cheerleading
- Waterfront: swimming, swim lessons, lifeguarding, water skiing/wake boarding, canoeing/kayaking, fishing, sailing, boat driving

Camper Life

Please feel free to bring items that you would like to use to make your campers feel special. Many staff bring stories, books, stickers, stationary, small homemade necklaces/bracelets etc. (not required).

Footwear

Flip flop sandals will only be allowed for showers. All other sandals must have a back to them (Tevas, Chacos etc.). No clogs. Comfortable sneakers (athletic/running shoes) are also HIGHLY ENCOURAGED.

Crazy Clothes Nights Days throughout the summer our staff is going to dress up in CRAZY costumes for our evening program. IT'S JUST FOR SILLY & CRAZY FUN!!!! So please plan on bringing something to wear for these themes (and get massively creative and outlandish...and still somewhat appropriate). If you can't think of something, don't worry, once you're at camp your new camp friends will help you. Some theme ideas include:

- Nerd Prom, Celebrity Look A Like, Tacky Superhero, Little Kid, Big Body (dress up like small children...get creative), Western Rodeo, College Sports Super-Fan (preferably your own school) (think of all those crazy college fans at games... multiplied by 10), Pirates of the Caribbean

Pray

Please begin to pray for the campers who will be coming this summer. Pray that Christ uses you to reach them. Pray that you have insane energy and passion for His service. And pray that YOU are amazingly enriched through His work at camp.

THE A-Z OF SUCCESSFUL COUNSELING AT OCOEE

A - Always look a parent in the eye as you enthusiastically shake their hand and welcome them to Camp!

B - Be an active part of cabin cleanup. Your kids will cooperate more if they have an example to go by.

C – Chaos – ORGANIZED chaos. We love organized chaos at camp. This could be approved pranks, taking your cabin on a random boat ride, planning an evening devotion with a brother or sister cabin, a spontaneous mud fight. These are all ok things, but the key is **THEY NEED TO BE APPROVED!** We are more than excited to help orchestrate these events, we just **HAVE TO COMMUNICATE.**

D - Diversity is something you will see from day #1 (black, white, blue, blonde, ADD, loud, scared, poor, rich, angry, twins, ETC!!!). Expect it, be enthusiastic about it, and approach it as an opportunity to celebrate differences and similarities among all people.

E – Every Staff member needs to be first aid and CPR certified. We will be offering a course at Ocoee during staff training week. If you are not going to be here during staff training week and you are not going to have your CPR and first aid certification, please contact the summer director.

F – Flagpole. Flagpole is held before each meal. It is our way of making sure that every camper of every cabin is present. In order to do this, we have role call. You and your cabin will be asked to make up some funny, silly, or just plain statement that will be yelled when your cabin name is called. Be on time to flag pole.

G - Great counselors always deal specifically with the camper's behavior. For example, "Andy, you hitting John is not acceptable; your behavior is disappointing to me" instead of "Andy, **you** are bad, **you** disappoint me."

H - Homesick kids have a great opportunity to build self-esteem. They feel great when they "get over it"! There are three keys to success: 1) Tell them it is OK to be homesick and treat it like an important, yet very curable problem. 2) Get them busy immediately with other campers, with a goal, with bandanas, **WHATEVER.** 3) Focus your attention toward them on their successes **at camp** not on their homesickness.

I – Integrity is a characteristic that is necessary at camp. Be where you are supposed to be. People are placed specific places for reasons; one of the main reasons being so kids can have fun and be safe!

J - June, July and August are the months of camp! June typically starts out with high energy and high expectations! To be your best all summer long you will need to get plenty of rest and pace yourself for a long, hot, meaningful, hardworking, rewarding summer. Being your best for eleven weeks is challenging for every employee at Camp and we will have to work as a team to help each other finish strong!

K - Kids are kids and they are at camp to have fun! Help them to let go of stress at home or at school. At camp they can be free of makeup, TV, p.d.a., ipods, Internet, R -movies etc.! If you are enthusiastic about these "freedoms" then you will hear less complaining from them.

STAFF PREPARATION GUIDE – YMCA CAMP OCOEE

L - Lake swimming is one of the best parts of Camp! Although there are lifeguards, it is SO important that y'all are active counselors during swim time. **COUNT YOUR KIDS CONSTANTLY.** Make sure that everyone has a buddy. When "buddy checks" are called by the lifeguard, count your kids.

M - Money at camp is not necessary for campers. They each have "credit" at the Store (where snacks, sodas and merchandise are sold) that their parents have set up for them. Money in cabins can cause a lot of stress if it disappears.

N - Noise in the Dining Hall can be deafening! You are expected to sit with your campers. Neither staff nor kids are to be drifting around chatting. Counselors sit on opposite ends or sections of their cabin table. This is a fantastic time to build relationships with your campers!

O - Out... meaning "lights out"! For older kids, lights out (when the lights go out and people go to bed) is 10:30 and for younger kids, it is 9:45. It is important to enforce this. Kids must get sleep in order to be able to participate in activities the following day. For staff that have either a short or long night off, lights out is a little different. We ask that staff are back in their cabins at 12:00. The lead staff member on duty will close the staff lounge at 12:00 and ask everyone to return to their cabins. It is important that you get sleep. If you do not have sleep, you are unable to be the best counselor that you can be.

P - Please have your cabin do their duty! Each cabin will be assigned some clean-up task. Camp Ocoee will be able to stay a beautiful place if the duty gets done!!

Q - Quiet time – also known as Rest Period is a time in the afternoon that can be used for reading your mail, chill in the cabin, and rest. This is also the time where one staff member from a cabin will have time off. Staff bible study will be run twice a week during rest period, so staff have the choice to come.

R – River Rafting – Some of your campers will have the opportunity do extra activities like Ocoee rafting, Hiwassee rafting, paintball and caving. Your campers extra activities will be marked on the roster that you get at the beginning of the week. Please help get your kids to these certain activities on the day that they are occurring. You as staff might have the chance to go on these trips as well. If you are interested, tell Rebecca throughout the summer.

S - Swim bands are given to all campers on the first day of camp after their swim test. They come in two colors. One meaning you passed and the other meaning you need to wear a life jacket when swimming at the swim area. The purpose of bands is to alert staff when a child is not comfortable in the water. Some children are self-conscious about their bands so we try to downplay the whole issue. Please ensure that your campers wear their bands at all times.

T- T-shirts! Staff will get two staff t-shirts at the end of staff training week. These shirts should be worn on opening and closing days. **NOTE*** Opening day of each session, great counselors wear immaculately clean staff shirts, with a nice pair of shorts, and either tennis shoes, or sandals(with a back strap). They also have on their nametags and are wide-awake, extremely cheerful and excited when greeting parents.

U - Unusual things occasionally happen at Camp Ocoee. Whenever something out of the ordinary happens (bad storms, a death in a child's family, someone gets fired, an accident occurs, WHATEVER) we count on the staff to act maturely and keep the campers calm. The directors will let the counselors know what is going on at an appropriate time.

V - Values are taught at Camp in everything that we do. The kids are always looking to see how their counselors treat campers and each other. Honesty, sportsmanship, teamwork, patience and enthusiasm are just a few that we see growing every day at Ocoee. Cabin counselors lead nightly devotions. This will give you a chance to share your values and your faith. Often, devotions include a time for campers to share who they are and how they feel about different issues. Bring devotional ideas with you to Camp!

W – *Wasson Pavillion* is on the other side of camp! Throughout the summer there will be guests staying at the Wasson side of camp (the buildings across from the swim area). Usually you won't interact with them, but just know they are over there. If you see people on camp and you don't know who they are. Tell a lead staff member, or direct them to the office. All visitors should have a pass and should be with a staff member.

X - X girlfriends, current boyfriends, parents, old staff members, roommates etc. are asked to only visit you **on your time off**. They can only be on camp **with you**. We try very hard to keep the camp community limited to campers and staff; time off is your time to be with other folks!

Y - You are a very important part of camp. You have been selected to serve children at Ocoee this summer because of your attitude and skills. Everyone has something different to offer the team. We expect your time here to be a positive one. If you have concerns, suggestions or questions ask someone! We are here to help!

Z – Zebras are not found at Camp Ocoee. Neither are alligators, manatees, scary fictional creatures from ghost stories, dogs or cats. You will see water snakes, turtles, geese, spunky horses, and an occasional red fox. In the past there might have been one or two bears, but once they hear everyone, they stay away... this is NOT a concern! Although there are lots and lots of animals, there are many, many excited kiddos!

**We look forward to seeing you soon at staff training.
Be safe on your travels.**

Contact Information

Please feel free to contact any of us if you have questions.

Camp Management

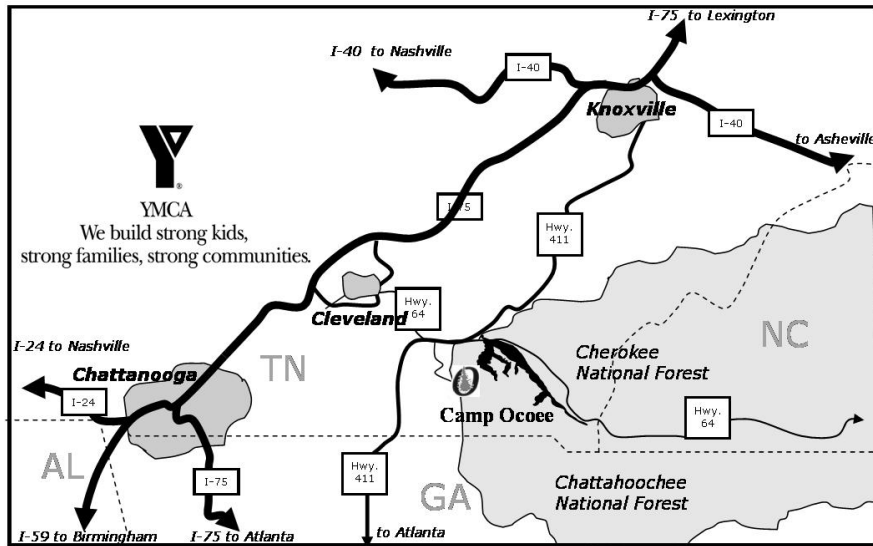
B.J. Davis, Executive Director
Email: bj@campocoe.com
Tel: 423-338-5588

Sandy Kinser, Office Manager
Email: info@campocoe.com
Tel: 423-338-5588

YMCA Camp Ocoee Office
111 YMCA Drive
Ocoee, TN 37361
Tel: 423-338-5588
Website: www.campocoe.com

Directions to YMCA Camp Ocoee

For directions from your location, go to www.google.com and type in Camp Ocoee.



To Camp Ocoee from Chattanooga:

1. Take I-24 East toward Knoxville/Atlanta
2. Take I-75 North toward Knoxville
3. Take first Cleveland exit (Exit 20) - Highway 64 Bypass
4. Turn right off of exit ramp toward Cherokee National Forest
5. Travel approximately 7 miles. You will pass Food Lion and BI-LO grocery stores on right.
6. Take Highway 64 EAST to Ocoee River/Cherokee National Forest toward Murphy, North Carolina
7. Travel approximately 10 miles.
8. Highway 64 will go from a 4 lane to 2 lane highway just before Cookson Creek Rd.
9. Turn RIGHT onto Cookson Creek Road
10. Travel on Cookson Creek road for approximately 3.8 miles. *Very curvy road*
11. YMCA Camp Ocoee Main entrance will be on left

To Camp Ocoee from Nashville:

Take I-24 East toward Chattanooga
Follow steps 1-11 above

To Camp Ocoee from Knoxville:

Take I-75 South toward Chattanooga
Take Exit 25- Highway 60 toward Cleveland/Dayton
Turn right onto Georgetown Rd. NW—this becomes Hwy. 60
Follow Steps 6-11 above

To Camp Ocoee from Atlanta:

Take I-75 North toward Dalton
Take Highway 411 North at Exit 126
Travel on Highway 411 North toward Cleveland, TN
Take Highway 64 East to Ocoee River/Cherokee National Forest toward Murphy, North Carolina
Follow Steps 8-11 above

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